



AGENDA

REGULAR MEETING OF THE VILLAGE COUNCIL

Monday, February 23, 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 Village Council Special Meeting Minutes of February 9, 2026
- B. Approval of Village Council Regular Meeting Minutes of February 9, 2026
- C. Receive and File of DDA Regular Meeting Minutes of January 20, 2026
- D. Approval of Special Event – Children’s Easter Egg Hunt
- E. Approval of Special Event – Memorial Day Ceremonies and Parade

- F. Approval of Special Event – Orion Veterans Memorial Day Run/Walk
- G. Receive and File of Orion Township Building Permit Report from January 15, 2026 to February 15, 2026
- H. Receive and File of Invoice Distribution Report for February 24, 2026
- I. Acceptance of Donated Funds from Michigan Masonic Charitable Fund and Corresponding Budget Amendment
- J. Approval of Administrative Directive #2026-01 – Automated Clearing House (ACH) Arrangements and Electronic Transactions of Public Funds
- K. Approval of Administrative Directive #2026-02 – Fixed Asset Capitalization and Reporting Policy
- L. Approval of Administrative Directive #2026-03 – Investment Policy
- M. Approval of Administrative Directive #2026-04 – Credit Card Use Policy
- N. Approval of Administrative Directive #2026-05 – Financial Transaction Device Payments Policy
- O. Approval of Administrative Directive #2026-06 – Fund Balance Reserve Policy

8. Items Removed from the Consent Agenda

9. Public Hearings

10. Other Items

- A. Schedule Public Hearing – 2026 Sidewalk Improvement Program District #2
- B. Schedule Public Hearing – 2026 Street Improvement Program
- C. 2026 Street Improvement Program Ad Hoc Committee

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: February 23, 2026

TOPIC Approval of Village Council Special Meeting Minutes of February 9, 2026

RECOMMENDED MOTION: To approve the Village Council Special Meeting Minutes of February 9, 2026, as presented.



MINUTES

SPECIAL MEETING OF THE VILLAGE COUNCIL - FY 2026-2027 GOAL SETTING

Monday, February 09, 2026

5:30 PM

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

(248) 693-8391 ext. 102

1. Call to Order

The February 9, 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 Nancy Moshier

Council Member Michael Lamb

Council Member George Dandalides

Council Member Alex Comparoni Jr

Council Member Eric Papacek

STAFF PRESENT

Village Manager Darwin McClary

Police Chief Mark Amundson

Clerk/Treasurer Sonja Stout

DPW Director Wes Sanchez

PURPOSE OF SPECIAL MEETING: The purpose of this meeting is to hold a work session focused on FY 2026–2027 Village Council goal setting and to receive public input.

3. Call to the Public

None.

4. Other Items

A. Goal Setting and Objectives for FY 2026-27

Council went over the current goals and objectives from January 26, 2026 from both the Special Meeting and Regular Meeting and wanted to clean up the current goals and objectives.

GOALS AND OBJECTIVES

- **Goal 1: Promote Sound and Prudent Financial Management**
 - **Objective 1.1: Investigate and Debate Paid Parking-** (would like a presentation to council by June 30, 2026
 - **Objective 1.2: Establish a revised process for budget development-** establish preset expenditure targets
 - **Objective 1.3: Form a committee to investigate and report cityhood/Township consolidation**
 - **Objective 1.4: Water Usage and Sewer Discharge Analysis**

Council discussed whether a 10% budget reduction would be a measurable and feasible option, and whether such a reduction was attainable. Village Manager McClary clarified the Village’s budget process, noting that once the budget is presented to Council, they may provide direction on next steps. Other Council members suggested identifying and reducing surplus or non-essential portions of the budget.

- **Goal 2: Management of CIP**
 - **Objective 2.1: Analyze 75/25 Infrastructure Funding-** Goal end date of June 30, 2026
 - **Objective 2.2: Investigate Alternative Funding Strategies-** eliminate funding and operational redundancies and establish new revenue sources or cost reductions

Council discussed establishing objectives focused on road improvements, water and sewer, and other CIP projects, while omitting the prior objectives 2.1 (Review water rates and billing practices) and 2.2 (Conduct a review of Village water rates and billing). Discussion also addressed the 75/25 infrastructure funding and its role in financing upcoming water and sewer projects. Village Manager McClary noted that the CIP plan is flexible and can be adjusted by Council as needed.

- **Goal 3: Promote Quality Recreation Services and Environment Stewardship**
 - **Objective 3.1: Children’s Park Bridge and Bank Stabilization**
 - **Objective 3.2: Investigate and Plan for the water drawdown structure repair**
 - **Objective 3.3: Promote and support increased funding for Parks and Recreation Programs-**consider Parks and Recreation funding requests during budget sessions.

- **Goal 4: Promote Efficient and Effective Municipal Operations**
 - **Objective 4.1: Positive collaborative relationships with the DDA and Township**
 - **Objective 4.2: Approachability and Transparency**
 - **Objective 4.3: Enhance and support DPW, Police, and DDA**
 - **Objective 4.4: Complete Ordinance Codification**
 - **Objective 4.5: Finalize Engineering Standards, ordinance revisions, and operations protocol by June 30, 2026.**
 - **Objective 4.6: Continue to Enhance Code Enforcement efforts**

- **Objective 4.7: Finish identifying, classifying, and determining use of all Village-Owned Properties**

Council discussed that the “clean” version of the goals and objectives would be included on the agenda for the next Council meeting. Once approved, Council expressed a desire to review the goals and objectives quarterly to ensure timely progress and completion of each goal.

5. Call to the Public

None.

6. Adjournment

MOTION made by Council Member Dandalides, Seconded by Council Member Moshier to adjourn the February 9, 2026, Village Council Special Meeting.

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

VOTING NAY: None

ABSENT: None

MOTION: Carried

The February 9, 2026, Village Council Special Meeting adjourned at 6:28 PM.

Teresa Rutt
President

Sonja Stout
Clerk/Treasurer

Date Approved: as presented on February 23, 2026



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: February 23, 2026

TOPIC Approval of Village Council Regular Meeting Minutes of February 9, 2026

RECOMMENDED MOTION: To approve the Village Council Regular Meeting Minutes of February 9, 2026, as presented.



MINUTES

REGULAR MEETING OF THE VILLAGE COUNCIL

Monday, February 09, 2026

6:30 PM

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

(248) 693-8391 ext. 102

1. Call to Order

The February 9, 2026 Village Council Regular Meeting was called to order by President Rutt at 6:34 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

Council Member Michael Lamb

Council Member George Dandalides

Council Member Alex Comparoni Jr

Council Member Eric Papacek

STAFF PRESENT

Village Manager Darwin McClary

Police Chief Mark Amundson

Clerk/Treasurer Sonja Stout

DPW Director Wes Sanchez

4. Presentations

A. Presentation on Audit Report for Fiscal Year Ending June 30, 2025

Greg Soule, a partner at Andrews Hooper Pavlik PLC, presented the audit of the Village's financial statements for the fiscal year ending 2024–2025. The presentation included the audited financial statements, the council communication letter, state filings, and the management letter, which noted no material weaknesses and one significant deficiency related to the incorrect recording of the water and sewer bond.

Clerk/Treasurer Stout explained how administration identified and corrected the deficiency, as detailed in the memo included in the meeting packet.

5. Call to the Public

Jason Levandoski addressed Council regarding concerns with the ambiguity of the mechanical units ordinance and discussed issues related to the measurement of a neighboring generator.

Nadine Hatten addressed Council to announce her candidacy for Oakland County Circuit Court Judge and provided an overview of her background and qualifications.

6. Approval of Agenda

MOTION made by Council Member Lamb, Seconded by Council Member Dandalides to approve the agenda for the February 9, 2026, Village Council Regular Meeting as presented.

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

VOTING NAY: None

ABSENT: None

MOTION: Carried

7. Consent Agenda

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

MOTION made by President Rutt, Seconded by President Pro Tem Ford to approve the February 9, 2026 Village Council Regular Meeting Consent Agenda with the following changes: Removal of Item *M. Downtown Development Authority Board Appointment*.

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

VOTING NAY: None

ABSENT: None

MOTION: Carried

A. Approval of Village Council Special Meeting Minutes of January 26, 2026

MOTION by President Rutt, Seconded by President Pro Tem Ford to approve the January 26, 2026 Village Council Special Meeting Minutes, as presented.

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

VOTING NAY: None

ABSENT: None

MOTION: Carried

B. Approval of Village Council Regular Meeting Minutes of January 26, 2026

MOTION made by President Rutt, Seconded by President Pro Tem Ford to approve the January 26, 2026 Village Council Regular Meeting Minutes, as presented.

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

VOTING NAY: None

ABSENT: None

MOTION: Carried

C. Receive and File of Ad Hoc Legal Services Committee Minutes of December 15, 2025

MOTION made by President Rutt, Seconded by President Pro Tem Ford to receive and file the Ad Hoc Legal Services Committee minutes of December 15, 2025, as presented.

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

VOTING NAY: None

ABSENT: None

MOTION: Carried

D. Approval of Ad Hoc Legal Services Committee Minutes of February 3, 2026.

MOTION made by President Rutt, Seconded by President Pro Tem Ford to approve the Ad Hoc Legal Services Committee minutes of February 3, 2026, as presented.

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

VOTING NAY: None

ABSENT: None

MOTION: Carried

E. Receive and File of Planning Commission Regular Meeting Minutes of December 1, 2025

MOTION made by President Rutt, Seconded by President Pro Tem Ford to receive and file the Planning Commission Regular Meeting Minutes of December 1, 2025, as presented.

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

VOTING NAY: None

ABSENT: None

MOTION: Carried

F. Approval of Interlocal Agreement – Oakland County P25 Simulcast Radio System

MOTION made by President Rutt, Seconded by President Pro Tem Ford to approve the Interlocal Agreement between the Village of Lake Orion and Oakland County for participation in the Oakland County P25 Simulcast Public Safety Radio System and authorize execution of the agreement.

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

VOTING NAY: None

ABSENT: None

MOTION: Carried

G. Receive and File of Invoice Distribution Report for February 10, 2026

MOTION made by President Rutt, Seconded by President Pro Tem Ford to receive and file the bills in the amount of \$ 222,609.89 of which \$ 7,540.00 are DDA bills for a net total of \$ 215,015.89 and to receive and file the DDA bills.

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

VOTING NAY: None

ABSENT: None

MOTION: Carried

H. Receive and File of Financial Statements - January 2026

MOTION made by President Rutt, Seconded by President Pro Tem Ford to receive and file the financial reports for January 2026.

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

VOTING NAY: None

ABSENT: None

MOTION: Carried

I. Receive and File of December 2025 and January 2026 Planning and Zoning Monthly Report by McKenna

MOTION made by President Rutt, Seconded by President Pro Tem Ford to receive and file the December 2025, and January 2026 Planning and Zoning Monthly Report by McKenna, as presented.

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

VOTING NAY: None

ABSENT: None

MOTION: Carried

J. Receive and File of Investment Report - December 2025

MOTION made by President Rutt, Seconded by President Pro Tem Ford to receive and file the Investment report for December 2025.

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

VOTING NAY: None

ABSENT: None

MOTION: Carried

K. Receive and File of January 2026 Police Department Activity Report

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

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

VOTING NAY: None

ABSENT: None

MOTION: Carried

L. Approval of Special Event – Art and Flower Fair

MOTION made by President Rutt, Seconded by President Pro Tem Ford to adopt Resolution No. 2026-005 to approve the Art and Flower Special Event Application and the License Agreement between the Village of Lake Orion and Orion Art Center for the use of various Village properties on May 16, 2026 through May 17, 2026, and to authorize the Village Council President and Village Clerk to execute the agreement on behalf of the Village.

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

M. Downtown Development Authority Board Appointment

Removed for further discussion.

8. Items Removed from the Consent Agenda

M. Downtown Development Authority Board Appointment

Council Member Dandalides stated he had spoken with the candidate and felt the individual would be a positive addition to the Downtown Development Authority Board. Council Member Lamb expressed concerns regarding the board application process and suggested considering a future consolidation of the Downtown Development Authority Board with the Planning Commission.

MOTION made by Council Member Dandalides, Seconded by Council Member Lamb to appoint Todd Garris to complete the unexpired term on the Downtown Development Authority Board, with the term to expire on October 31, 2026, subject to approval by the Village Council.

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

9. Public Hearings

None.

10. Other Items

A. Legal Services Contract – Giarmarco, Mullins & Horton, PC

John Clark, Senior Partner of Giarmarco, Mullins & Horton, PC (GMH), introduced himself, provided a brief overview of his firm, and expressed enthusiasm about establishing a working relationship with the Village. President Rutt inquired about the transition timeline to the new firm, to which the Village Manager stated the transition would occur immediately. Council Member Lamb expressed support for the contract but indicated an intent to modify the motion to allow Council members to communicate directly with the attorney. Pro Tem Ford voiced support for the contract but not for the proposed modification. Council Member Dandalides supported the contract and suggested the proposed modification be addressed as a separate discussion item. President Rutt raised concerns regarding public transparency if individual Council members were permitted to communicate with attorneys at their discretion.

Rosemary Ford inquired whether communications between individual Council members and the attorney would be disclosed to Council or made available to the public.

MOTION made by Council Member Lamb, Seconded by Council Member Moshier to approve the Contract for Legal Services between the Village of Lake Orion and Giarmarco, Mullins & Horton, PC, of Troy, Michigan, as presented and authorize the Village Manager to execute the contract on behalf of the Village and to revise council rules of procedure to remove the 2nd to last revision of rules of provision.

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

MOTION made by President Rutt, Seconded by Council Member Lamb to approve the Contract for Legal Services between the Village of Lake Orion and Giarmarco, Mullins & Horton, PC, of Troy, Michigan, as presented and authorize the Village Manager to execute the contract on behalf of the Village.

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

B. Children’s Park Pedestrian Bridge Replacement Design and Construction Engineering Services – NFE

President Rutt inquired about the costs associated with preparing bidding documents and whether they were reasonable, to which Engineer Carol Thurber responded affirmatively. Council discussed project details, including ADA modifications to the bridge and related permitting requirements.

MOTION made by Council Member Lamb, Seconded by President Pro Tem Ford to approve Budget Amendment Nos. BA-2026-101-964-01 and BA-2026-401-01 to provide a supplemental appropriation of \$20,950 from General Fund to the Capital Projects Fund for design and construction engineering services relating to the 2026 Children’s Park Pedestrian Bridge Replacement Project.

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

MOTION made by Council Member Lamb, Seconded by President Rutt to accept the Proposal for Services from Nowak & Fraus Engineers dated November 18, 2025, in the total amount of \$45,200.00 for design and construction engineering services and geotechnical investigation and structural design services relating to the Children’s Park Pedestrian Bridge Replacement Project plus construction inspection services on a time and materials bases; and to authorize the Village Manager to execute the acceptance and approval of the proposal on behalf of the Village.

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

C. Pavement Asset Management Plan (PAMP) Update - NFE

MOTION made by Council Member Lamb, Seconded by President Pro Tem Ford to adopt Budget Amendment Nos. BA-2026-202-01 and BA-2026-203-02 to provide supplemental appropriations totaling \$7,600.00 for engineering services relating to the update of the Village’s Pavement Asset Management Plan (PAMP) and submission of the same to the Michigan Transportation Asset Management Council (TAMC) for consideration for approval.

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

MOTION made by Council Member Lamb, Seconded by Council Member Moshier to accept the Proposal for Services from Nowak & Fraus Engineers dated January 28, 2026, in the amount of \$7,600.00 for the update and finalization of the Village of Lake Orion Pavement Asset Management Plan (PAMP); and to authorize the Village Manager to execute the acceptance and approval of the proposal on behalf of the Village.

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

D. 2026 Street Improvement Program Design and Construction Engineering Services – NFE

Village Manager McClary stated a budget amendment would be brought to the next Council meeting pending auditor recommendations on proper fund allocation for the project. Council Member Lamb suggested forming a committee due to the project’s size, and Council agreed to place an item on the next agenda to discuss the committee’s purpose and scope.

MOTION made by President Pro Tem Ford, Seconded by Council Member Moshier to amend the 2025-2031 Village of Lake Orion Capital Improvement Plan to include the expanded scope and costs of the 2026 Street Improvement Program as presented.

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

MOTION made by President Pro Tem Ford, Seconded by Council Member Lamb To accept the Proposal for Professional Services from Nowak & Fraus Engineers dated January 8, 2026, for engineering services relating to the 2026 Pavement Improvements in the total amount of \$134,640.00 plus construction staking and construction inspection fees; and to authorize the Village Manager to execute the acceptance and approval of the proposal on behalf of the Village.

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

E. 2026 Sidewalk Improvement Program District #2 Design and Construction Engineering Services – NFE

Council Member Comparoni Jr. inquired where the \$5,800 engineering cost would be recorded, and the Village Manager stated it would remain within the project fund. Council Member Lamb asked about sidewalk gaps, and Village Manager McClary explained they were not included in this year’s District 2 scope due to costs but would be considered in a future year.

MOTION made by President Rutt, Seconded by President Pro Tem Ford to accept the Proposal for Professional Services from Nowak & Fraus Engineers dated December 22, 2025, relating to design and construction engineering services for Year 2026 Sidewalk Improvement Program, District 2, not to include any services for sidewalk gaps, in the total amount of \$5,800.00 plus construction inspection and testing fees; and to authorize the Village Manager to execute the acceptance and approval of the proposal on behalf of the Village.

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

11. Call to the Public

None.

12. DDA Executive Director Comments

None.

13. Council Comments

Council Member Dandalides thanked Administration for their work on the audit and for promptly addressing audit concerns. He also recognized the leadership of the Ad Hoc Legal Committee and noted the process went smoothly.

Pro Tem Ford commented positively on the audit results and thanked Administration for their work in completing the audit.

Council Member Moshier expressed satisfaction with the audit, thanked the public for attending, and shared positive remarks about the Ice Fest and downtown ice sculptures.

Council Member Comparoni Jr. had no comments.

Council Member Papacek welcomed new Downtown Development Authority Board Member Todd Garris and the new legal firm, Giamarco, Mullins & Horton, PC.

Council Member Lamb expressed appreciation for attendance, shared concerns regarding future water and sewer rates and their impact on residents, and noted disappointment regarding attorney communication.

President Rutt welcomed Todd Garris to the Downtown Development Authority Board and thanked the Rotary for their participation in the Ice Fest.

14. Village Manager Comments

Village Manager McClary thanked the administration staff for maintaining smooth operations during his recent vacation. He addressed the concerns raised by public member Mr. Levandoski, noting that the Village takes such concerns seriously, and shared that the police department has purchased a decibel meter to help ensure compliance. He reported that budget preparation is underway with administration and that the budget will be presented to the Council at the first April meeting to remain in compliance with the Charter. Additionally, he noted that the Village is assisting Orion Township with salting operations while their salt truck is unavailable, with Orion Township providing the salt, and shared other important upcoming dates.

15. Closed Session Items

16. Business From Closed Session

17. Adjournment

MOTION made by Council Member Comparoni Jr, Seconded by Council Member Moshier to adjourn the February 9, 2026, Village Council Regular Meeting.

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

VOTING NAY: None

ABSENT: None

MOTION: Carried

The February 9, 2026, Village Council Regular Meeting adjourned at 8:00 PM.

Teresa Rutt
President

Sonja Stout
Clerk/Treasurer

Date Approved: as presented on February 23, 2026



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: February 23, 2026

TOPIC: Receive and File of DDA Regular Meeting Minutes of January 20, 2026

RECOMMENDED MOTION: To receive and file the Downtown Development Authority Regular Meeting Minutes of January 20, 2026, as presented.



MINUTES

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, January 20, 2026

6:30 PM

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

(248) 693-8391 ext. 102

1. Call to Order

The January 20, 2026 Downtown Development Authority regular meeting was called to order at 6:30 PM by Chairperson Burgess.

2. Roll Call and Determination of Quorum

PRESENT

Chairperson Debbie Burgess
Vice Chairperson Sam Caruso
Treasurer Matt Shell
Secretary Hank Lorant
President Teresa Rutt

ABSENT

Board Member Lloyd Coe
Board Member Sally Medina
Board Member Alaina Campbell
Board Member Chris Barnett

STAFF PRESENT

Executive Director Matthew Gibb
Assistant Director Janet Bloom

3. Approval of Minutes

A. Approval of DDA Regular Meeting Minutes of December 16, 2025

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to approve the Downtown Development Authority Board Regular Meeting Minutes of December 16, 2025.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Rutt

VOTING NAY: None

ABSENT: Barnett, Campbell, Coe, Medina,
MOTION: Carried

B. Approval of DDA Informational Meeting Minutes of December 16, 2025

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to approve the Downtown Development Authority Board Informational Meeting Minutes of December 16, 2025.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Rutt

VOTING NAY: None

ABSENT: Barnett, Campbell, Coe, Medina,

MOTION: Carried

4. Approval of Agenda

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to approve the Downtown Development Authority Board Regular Meeting Agenda of January 20, 2026 as presented.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Rutt

VOTING NAY: None

ABSENT: Barnett, Campbell, Coe, Medina,

MOTION: Carried

5. Call to the Public

None.

6. Consent Agenda

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to approve the January 20, 2026, Consent Agenda by one vote, as presented.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Rutt

VOTING NAY: None

ABSENT: Barnett, Campbell, Coe, Medina,

MOTION: Carried

A. Financial Reports

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to receive and file the financial reports for December 2025.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Rutt

VOTING NAY: None

ABSENT: Barnett, Campbell, Coe, Medina,

MOTION: Carried

B. Termination of Trolley Program

MOTION made by Treasurer Shell, Seconded by Secretary Lorant Receive and file the Letter from the Executive Director to Oxford DDA dated January 8, 2026 terminating participation in the Trolley Program.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Rutt

VOTING NAY: None

ABSENT: Barnett, Campbell, Coe, Medina,
MOTION: Carried

C. Merchandise Development

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to Authorize the Executive Director to utilize Right Hook for the creation of 100 hats at a cost not to exceed \$1300, with funds equally from GL 248-725-881-000 and GL 248-728-886-000

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

D. Notice of Resignation - Board Member

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to move to accept the resignation of Sally Medina with regret, and direct the Executive Director to work with the Village Council President to secure a new appointment from the business community prior to our next meeting of February 17, 2026, if possible.

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

7. Financial Matters

A. Bill Approval

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to approve disbursements in the amount of \$51,697.78 for December 2025.

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

8. New and Old Business

A. Notice of Resignation - Administrative Coordinator

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to move to accept the resignation of Emily Dziegielewski with regret and to refer the draft Updated and Revised Job Description to the Organization and Executive Committee(s) for comment, adoption and advertising in the final discretion of the Executive Director.

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

B. LOLive Concert Series - Contract

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to move to approve the contract with 20 Front Street Concepts LLC for the booking, promotion and performance of the 2026 LOLive Concert Series at a cost not to exceed \$13,000 with funds to be budgeted and paid in the 26-27 Budget from GL 248-729-880-001.

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

C. Seasonal Winter Maintenance (UPDATED)

Executive Director Gibb stated that the motion addresses the DDA’s sidewalk obligations downtown, not the sidewalks maintained by downtown businesses. He further noted that both motions would be in effect through the first week of March 2026.

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to move to approve Mitten State LLC for sidewalk and seasonal maintenance in the amount of \$6,000, not to exceed that amount without further action of the Board, with funds from General Activities 248-260-801-000 Contractual Services-Downtown.

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

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to move to authorize the Executive Director to use Tim Hauxwell for the plowing, salting and maintenance of DDA owned and leased public parking areas at a cost not to exceed \$5700,with funding from General Activities 248-260-801-000 Contractual Services-Downtown.

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

D. Performance Review of Assistant Director

Chairperson Burgess stated that this agenda item is for the Board to receive information only. The Assistant Director has been invited to provide a fair representation of her work in relation to her performance evaluation dated September 16, 2025. No action is scheduled or anticipated under this item.

Pursuant to the Michigan Open Meetings Act, the Assistant Director has the right to request that this review be conducted in a closed session. A closed session will occur only if the Assistant Director requests it, and she has made such a request.

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to convene into closed session pursuant to Section 8(1)(a) of the Michigan Open Meetings Act, Public Act 267 of 1976, as amended, being MCL 15.268(1)(a) for the purpose of considering the periodic personnel evaluation for the Assistant Director.

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

The Downtown Development Authority Board convened in Closed Session at 6:45 p.m.

The Downtown Development Authority Board reconvened in Open Session at 7:10 p.m.

9. Reports, Resolutions and Recommendations

A. Minute for Mission – Accreditation

Executive Director Gibb reviewed key takeaways from the accreditation process, including an evaluation of how committees are populated and operated. He also stated that the Downtown Development Authority website lists the accreditation documents for public review and that the work plans will be posted in a separate section of the website.

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to receive and file.

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

B. Transformational Strategy - Committee Structure

MOTION made by Treasurer Shell, Seconded by President Rutt to receive and file.

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

C. Committee Meeting Dates – Adopt and Publish

MOTION made by Treasurer Shell, Seconded by President Rutt to move to adopt the Statement of Purpose and Committee Meeting Dates for Economic Vitality, Design, Promotion and Organization.

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

Chairperson Burgess suggested that the Downtown Development Authority Board extract the dates for the upcoming committee meetings from the packet, as reflected on pages 93–96.

D. Executive Directors Report

Executive Director Gibb reviewed the PA 57 Annual Report submitted to the Michigan Department of Treasury, which is also available on the Downtown Development Authority

website. He provided a detailed accounting of the Lumberyard Grant Program, noting that the program was overspent in order to allow the DDA to apply for the next Lumberyard grant. He also briefly addressed the accreditation process and the projects currently underway.

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to receive and file the Executive Director’s Report for January 2026.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Rutt

VOTING NAY: None

ABSENT: Barnett, Campbell, Coe, Medina,

MOTION: Carried

E. Assistant Director’s Report

Assistant Director Bloom reviewed completed events and activities from the past few months and provided an overview of upcoming events, social media statistics, and key upcoming dates.

Chairperson Burgess inquired about the cost of the Polar Express event. Assistant Director Bloom stated that there was an overage due to the trolley not functioning properly during the event. Chairperson Burgess further inquired about the total cost of the event and the amount of the loss incurred. It was noted that Oxford and Lake Orion shared the costs associated with repairing the trolley for the event. Assistant Director Bloom stated that she would provide the Board with the accounting figures for both the current year and the prior year.

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to receive and file the Assistant Director’s report for January 2026.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Rutt

VOTING NAY: None

ABSENT: Barnett, Campbell, Coe, Medina,

MOTION: Carried

10. Board Comments and Training Feedback

Secretary Lorant stated that he is looking forward to the coming year and expressed hope that the Lumberyard will be open by the summer.

Treasurer Shell thanked Executive Director Gibb and Assistant Director Bloom for their hard work.

Vice Chairperson Caruso spoke about the accreditation process, noting that it was an enjoyable experience, and thanked the team for ensuring a smooth process.

President Rutt thanked Sally Medina for her service on the Downtown Development Authority Board and requested that the Clerk’s Office provide any applications for her review so she may make recommendations to the Village Council. She also thanked the previous Administrative Coordinator for her work and expressed appreciation to everyone who participated in the accreditation process.

Chairperson Burgess thanked all those who participated in the accreditation process. She also extended special thanks to Sally Medina and Emily, the former Administrative Coordinator, and stated that she looks forward to partnering with the Rotary Club on upcoming events.

11. Next Regular Meeting - February 17, 2026

12. Adjournment

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to adjourn the January 20, 2026 Downtown Development Authority Board Regular Meeting.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Rutt

VOTING NAY: None

ABSENT: Barnett, Campbell, Coe, Medina,

MOTION: Carried

The January 20, 2026 Downtown Development Authority Board Regular meeting adjourned at 7:48 PM.

Debbie Burgess
Chairperson

Janet Bloom
DDA Assistant Director

Sonja Stout
Village Clerk/Treasurer

Date Approved: as presented on February 17, 2026



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: February 23, 2026

TOPIC: Approval of Special Event – Children’s Easter Egg Hunt

BACKGROUND BRIEF:

The Children’s Easter Egg Hunt, submitted by Robert Gritzinger on behalf of the Sons of the American Legion Squadron #233, is scheduled for Saturday, April 4, 2026, at Children’s Park. Setup will begin at 9:00 AM, with the event starting at 11:00 AM and teardown until 11:30 AM. The event will be supervised by adults and is held annually.

RECOMMENDED MOTION:

To adopt Resolution No. 2026-006 to approve the Children’s Easter Egg Hunt Special Event Application and the License Agreement between the Village of Lake Orion and Robert Gritzinger of the Sons of the American Legion Squadron #233 for the use of Children’s Park on April 4, 2026, and to authorize the Village Council President and Village Clerk to execute the agreement on behalf of the Village.



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

RESOLUTION NO. 2026-004

**A RESOLUTION APPROVING THE EVENTS PERMIT APPLICATION FOR 2026 CHILDREN'S
EASTER EGG HUNT AND TO APPROVE THE LICENSE AGREEMENT**

- VOTING YEA:**
- VOTING NAY:**
- ABSENT:**
- MOTION:**

RESOLVED: To approve the Event Permit Application submitted by Robert Gritzinger on behalf of the Sons of the American Legion Squadron #233, dated February 2, 2026, for the 2026 Children's Easter Egg Hunt to be held on Saturday, April 4, 2026, from 11:00 AM – 11:30 AM at Children's Park, as outlined in the application, which is attached.

FURTHER RESOLVED: To approve the License Agreement between the Village of Lake Orion and Sons of the American Legion Squadron #233 and to authorize the Village President and Village Clerk to execute the Agreement on behalf of the Village.

FURTHER RESOLVED: This approval is conditioned on the following:

Administrative Requirements:

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

DPW Requirements:

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

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.

Fire Department Requirements:

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

THIS RESOLUTION WAS DULY ADOPTED BY THE LAKE ORION VILLAGE COUNCIL AT ITS REGULAR MEETING HELD ON MONDAY, FEBRUARY 23, 2026.



Sonja Stout
Village of Lake Orion Clerk/Treasurer

CERTIFICATION

I, Sonja Stout, duly appointed Clerk/Treasurer of the Village of Lake Orion, Oakland County, Michigan, do hereby certify that the foregoing is a true and correct copy of Resolution No. 2026-004 adopted by the Village of Lake Orion Village Council at its regular meeting held on the 23rd day of February 2026.

Given under my hand and seal of the Village of Lake Orion, Oakland County, Michigan this 23rd day of February 2026.



Sonja Stout
Village of Lake Orion Clerk/Treasurer

DATED: February 24, 2026



Special Event
SE-2026-006

Balance
\$0.00

Applicant	Application #	Submitted	Issued	Starts	Expires	Identifier
Robert Gritzinger	KNA-9GF	Feb 2, 2026	--	Apr 4, 2026	--	--

Applicant Information

APPLICANT
Robert Gritzinger

✉ bgritzinger@gmail.com

☎ (248) 425-1383

📍
164 S Broadway St #Suite 2130, Lake Orion, MI 48362-1852

📍 *Same as mailing address*

Agent

AGENT
Robert Gritzinger

✉ bgritzinger@gmail.com

☎ (248) 425-1383

📍 400 Haliburton St, Lake Orion, MI 48362

📍 *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 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

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



Event Locations

Children's Park

Zoning District

DC - Downtown Center

Event Name

Children's Easter Egg Hunt

Event Details

Candy-filled plastic eggs placed in park for children to find, under adult supervision.

Date / Hours of Event

Saturday April 4, 2026 11 a.m.

Date / Hours of Set-up and Tear Down

Saturday April 4, 2026, 9 a.m. SET UP; 11:30 a.m. TEAR DOWN/CLEAN UP

Event Map

[Easter Egg Hunt EVENT MAP.pdf](#)

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

Gazebo Rental?

No

Gazebo Rental Date/Hours

N/A

Coordinating Event Details

N/A

Coordinating with Another Event?

No

If yes, Event Name

N/A

Event Details

Type of Event

Status

Group

Non-Profit

Section 7, Item D.

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

Saturday March 27, 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

Annual Children's Easter Egg Hunt, sponsored by the Sons of the American Legion Squadron 233. Dates back at least three decades, if not longer.

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

No

Describe above selection

Always held in Children's Park, annually on the Saturday before Easter Sunday.

Event Details (continued)

Total estimated attendance each day

75 children, plus parents

What parking arrangements will be necessary to accommodate attendance?

Parking at adjacent parking lot, street parking, American Legion lot.

Parking Plan

How will trash be handled?

Cleanup after event to remove any leftover candy wrappers, eggs, etc.

Is amplification of music or speakers planned or anticipated?

No

If yes, describe

N/A

Will tents be used?

No

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

N/A

Section 7, Item D.

Portable restrooms

No

If yes, number of portable restrooms and location

N/A

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?

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

No

If yes, describe

N/A

Temporary Closure Signage

No

Trash Cans

No

Electrical Connections

No

If yes, describe

N/A

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?

No

Location(s) of Sign

NA

Sign Dimensions

NA

Sign Sketch Plan

[Easter Egg Hunt EVENT MAP.pdf](#)

Location Map

[Easter Egg Hunt EVENT MAP.pdf](#)

Temporary Display Start

Temporary Display End

Quantity of Temporary Signs

N/A

OLD_Quantity of Temporary Signs 

N/A

Certifications and Signatures

Signature of Sponsoring Organization's Agent

[Gritzinger.jpeg](#)

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

Hold Harmless Agreement

Hold Harmless Agreement

[Hold Harmless Agreement CHILDRE...](#)

Fees

Application Fee	\$25.00
Special Event - Right Of Way	\$75.00
TOTAL	\$100.00
PAID	\$100.00
BALANCE DUE	\$0.00

Transaction Log

02/02/2026 receipt # 54144	Payment	Check	\$100.00
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Communication

Workflow

1. Payment - COMPLETED

Assignee: Lynsey Blough

2. Administrative Review - COMPLETED

Assignee: Lynsey Blough

3. Dept. of Public Works Review - COMPLETED

Assignee: Wes Sanchez

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

Section 7, Item D.

8. Issue Permit - INACTIVE

Assignee: Lynsey Blough



PARKING AREA

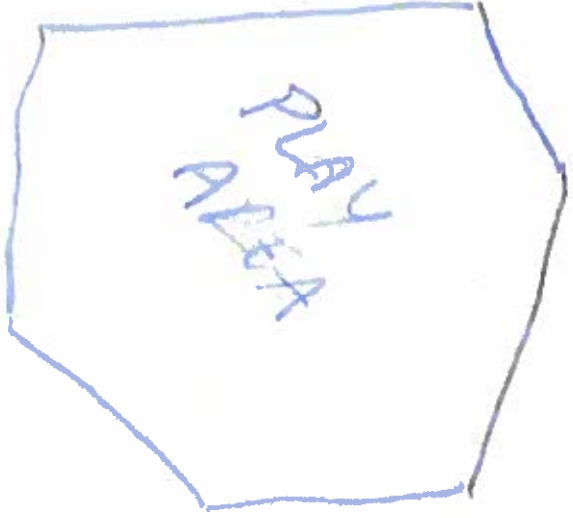
PAINT CREEK

NOT USED



NOT USED
CREEK BLOCKED BY CAUTION TAPE

CREEK



FENCE

BROADWAY

SONS OF THE AMERICAN LEGION - CHILDREN'S EASTER EGG HUNT



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 *

CHILDREN'S EASTER EGG HUNT APRIL 4, 2026 11:00 AM
Activity/Event Dates and Time

CHILDREN'S PARK
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**

ROBERT GRITZINGER
Applicant/Property Owner/Contractor Printed Name

02/02/26
Date


Witness One Signature ***

Sonja Stout
Witness One Printed Name


Witness Two Signature ***

CHERIE HEDRICK
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.

Special Events... at least one week prior to... eastbound and westbound Shadbo' necessary.

Chief:
Director:
Council:
Manager:
ions of Approv:



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/29/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Acrisure Great Lakes Partners Insurance Services 223 West Grand River Ave #1 Howell MI 48843		CONTACT NAME: Natalie Miller PHONE (A/C, No, Ext): 248-698-7600 E-MAIL ADDRESS: nmiller@acrisure.com		FAX (A/C, No): 248-698-7634
INSURED American Legion Charlton Polan Post 233 164 S Broadway St Lake Orion MI 48362		INSURER(S) AFFORDING COVERAGE INSURER A: Michigan Millers Mutual Insurance Company INSURER B: Accident Fund National Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:		NAIC # 14508 12305

COVERAGES **CERTIFICATE NUMBER:** 1691493309 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			C0508972	1/8/2026	1/8/2027	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			C0508972	1/8/2026	1/8/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			100120773	1/8/2026	1/8/2027	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Liquor Liability			C0508972	1/8/2026	1/8/2027	Liquor Occurrence 1,000,000 Liquor Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The Village of Lake Orion is named additional insured with respect to general liability.

CERTIFICATE HOLDER Village of Lake Orion 21 East Church Street Lake Orion MI 48362-3212	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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COUNCIL ACTION SUMMARY SHEET

MEETING DATE: February 23, 2026

TOPIC: Approval of Special Event – Memorial Day Ceremonies and Parade

BACKGROUND BRIEF:

The Memorial Day Ceremonies and Parade, submitted by Jeremy Lemon, on behalf of the American Legion Squadron #233, is scheduled for Monday, May 25, 2026, at various Village properties. The event is held annually.

RECOMMENDED MOTION:

To adopt Resolution No. 2026-007 to approve the Memorial Day Ceremonies and Parade Special Event Application and the License Agreement between the Village of Lake Orion and Jeremy Lemon of the American Legion Squadron #233 for the use of various Village properties on May 25, 2026, and to authorize the Village Council President and Village Clerk to execute the agreement on behalf of the Village.



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

RESOLUTION NO. 2026-007

A RESOLUTION APPROVING THE EVENT PERMIT APPLICATION FOR 2026 MEMORIAL DAY SERVICES AND PARADE AND TO APPROVE THE LICENSE AGREEMENT

- VOTING YEA:**
- VOTING NAY:**
- ABSENT:**
- MOTION:**

RESOLVED: To approve the Event Permit Application submitted by Jeremy Lemon on behalf of the American Legion Squadron #233, dated February 9, 2026, for the 2026 Memorial Day Service and Parade to be held on Monday, May 25, 2026, from 9:00 AM – 12:00 PM at various Village properties, as outlined in the application, which is attached.

The summary of the schedule of activities is as follows:

- 9:00 AM: Rifle Salute at East Lawn Cemetery
- 10:00 AM: Ceremony and Rifle Salute at Children’s Park
- 10:15 AM to 11:00 AM: Parade starting from Blanche Sims Elementary School to Ehman Center
- 11:00 AM: Downtown Lake Orion

FURTHER RESOLVED: To approve the License Agreement between the Village of Lake Orion and the American Legion Squadron #233 and to authorize the Village President and Village Clerk to execute the Agreement on behalf of the Village.

FURTHER RESOLVED: This approval is conditioned on the following:

Administrative Requirements

- 1. Clean-up of the event is the responsibility of the applicant if any trash is incurred.

DPW Requirements

- 1. The use of Village Orange Cones will be based on availability.
- 2. The DPW will not supply extension cords or cord covers.
- 3. As always, Village properties will be properly maintained before and after the event.

Fire Department Requirements

1. There shall be no parking in the fire station lot or along Anderson Street.

Police Department Requirements

1. The cellular telephone numbers of event staff and on-scene managers must be provided to the Police Department within twenty-four (24) hours of the event.
2. The Police Department will direct the placement of all required barricades for parking lot and any approved street closures.
3. 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.
4. 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.
5. 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.
6. 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.

Streets, Parks and Parking Lot Closures

1. Street closures will be determined by the Lake Orion Police Department.
2. Parking is prohibited on the parade route, which runs from Blanche Sims Elementary School to the Ehman Center. Parking in other streets and parking lots throughout the Village is permitted.

THIS RESOLUTION WAS DULY ADOPTED BY THE LAKE ORION VILLAGE COUNCIL AT ITS REGULAR MEETING HELD ON MONDAY, FEBRUARY 23, 2026.



Sonja Stout
Village of Lake Orion Clerk/Treasurer

CERTIFICATION

I, Sonja Stout, duly appointed Clerk/Treasurer of the Village of Lake Orion, Oakland County, Michigan, do hereby certify that the foregoing is a true and correct copy of Resolution No. 2026-007 adopted by the Village of Lake Orion Village Council at its regular meeting held on the 23rd day of

February, 2026.

Given under my hand and seal of the Village of Lake Orion, Oakland County, Michigan on this 23rd day of February, 2026.



Sonja Stout
Village of Lake Orion Clerk/Treasurer

DATED: February 24, 2026



Special Event	Balance
SE-2026-008	\$0.00

Applicant	Application #	Submitted	Issued	Starts	Expires	Identifier
Jeremy Lemon	2NJ-O4J	Feb 9, 2026	--	May 25, 2026	--	--

Applicant Information

APPLICANT
Jeremy Lemon

✉ jeremy.lemon28@gmail.com

☎ (248) 495-0041

📍 164 S Broadway St, Lake Orion, MI 48362

📍 *Same as mailing address*

Agent
 N/A

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.

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 

Section 7, Item E.


N/A

Approved Event: 

N/A

General Information

Event Location

Florence St, Flint St, Broadway St, Elizabeth St, Ehman Center, Eastlawn Cemetery and Children's Park 

Lake Orion, MI 48362

Event Locations

Ceremony East Lawn Cemetery	9:00 AM
Ceremony Children's Park	10:00 AM
Memorial Day Parade Blanch Simms to Emman Center (Map Attached)	11:00 AM

Zoning District

DC - Downtown Center

Event Name

Memorial Day Ceremonies and Parade

Event Details

Ceremony East Lawn Cemetery	9:00 AM (Rifle Salute)
Ceremony Children's Park	10:00 AM (Rifle Salute)
Memorial Day Parade Blanch Simms to Emman Center (Map Attached)	11:00 AM

Date / Hours of Event

May 25, 2026 9:00 AM Cemetery, 10:00 AM Children's Park, 11:00 AM Downtown Lake Orion

Date / Hours of Set-up and Tear Down

No set up needed for either ceremony, Line up for parade is 10:15-11:00 AM at Blanch Simms, No tear down or clean up needed

Event Map

Street Closures and / or Parking Lot closures necessary?

Yes

If yes, how many days?

1

If yes, describe

Section 7, Item E.

25 May 2026, Blanch Simms Parking Lot, Florance Street, Flint Street, Broadway Street, Elizibeth Street, approx
10:00 AM- 12:00 PM

Green's Park Reservation?

No

Green's Park Reservation Date/Hours

N/A

Gazebo Rental?

No

Gazebo Rental Date/Hours

N/A

Coordinating Event Details

N/A

Coordinating with Another Event?

No

If yes, Event Name

N/A

Event Details

Type of Event

Group

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

Is this event expected to occur next year?

Yes

If Yes, provide next year's specific dates

31 May 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

Annual Memorial Day ceremonies and parade

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

No

Describe above selection

N/A

Event Details (continued)

Total estimated attendance each day

1500-2000 People

What parking arrangements will be necessary to accommodate attendance?

N/A

Parking Plan

How will trash be handled?

There will be no trash clean up by the American Legion. The event is not long enough to accumulate significant trash

Is amplification of music or speakers planned or anticipated?

Yes

If yes, describe

P.A. system will be used just prior to the start of the parade and will be shut down approximately 15 minutes after the final parade unit passes Flint & Broadway streets

Will tents be used?

No

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

N/A

Portable restrooms

No

If yes, number of portable restrooms and location

N/A

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?

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)

25 May 2026 10:45 AM

Use of Equipment End (Day / Time)

25 May 2026 12:30 PM

Barricades/Traffic Cones

Yes

If yes, describe

Barricades/Traffic Cones used to block parade route from Blanch Simms using Florance St, Flint St, Broadway St, Anderson St, Front St, and Broadway St

Temporary Closure Signage

No

Trash Cans

No

Electrical Connections

No

If yes, describe

N/A

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

In charge of properly closing street and parking lots day of event

Other Village Services

No

If yes, describe

N/A

Municipal Equipment

Event Signs

Will this event include the use of signs?

No

Location(s) of Sign

N/A

Sign Dimensions

N/A

Sign Sketch Plan

Location Map

Temporary Display Start

Temporary Display End

Quantity of Temporary Signs

N/A

OLD_Quantity of Temporary Signs 

N/A

Certifications and Signatures

Signature of Sponsoring Organization's Agent

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

Hold Harmless Agreement

Hold Harmless Agreement

Fees

Application Fee	
Special Event - Right Of Way	\$75.00
Application Sign Fee	\$0.00
TOTAL	\$100.00
PAID	\$100.00
BALANCE DUE	\$0.00

Transaction Log

02/09/2026	Payment	Check	\$100.00
Receipt #54379			

Communication

Lynsey B February 19, 12:17 PM
Hi Mr. Lemon,

Please find the attached license agreement for your review. Kindly sign and return it to us so that we can have Village Council President Rutt sign off on it after the Village Council approves it next Monday, February 23, 2026.

If possible, we'd appreciate it if you could attend the meeting, just in case the Village Council has any additional questions.

Thank you so much!

[American Legion Memorial Day Ceremonies & Parade 2026 License Agreement.pdf](#)

Workflow

- 1. Payment - COMPLETED**
Assignee: Lynsey Blough
- 2. Administrative Review - COMPLETED**
Assignee: Lynsey Blough
- 3. Dept. of Public Works Review - COMPLETED**
Assignee: Wes Sanchez
- 4. Public Safety Review - COMPLETED**
Assignee: Mark Amundson
- 5. Fire Department Review - COMPLETED**
Assignee: John Pender

6. Council Review - ACTIVE

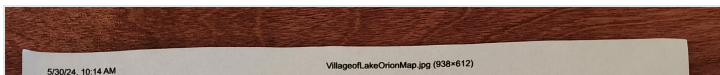
Assignee: Lynsey Blough

7. Planning & Zoning Review - INACTIVE

Assignee: Sommer Nafal

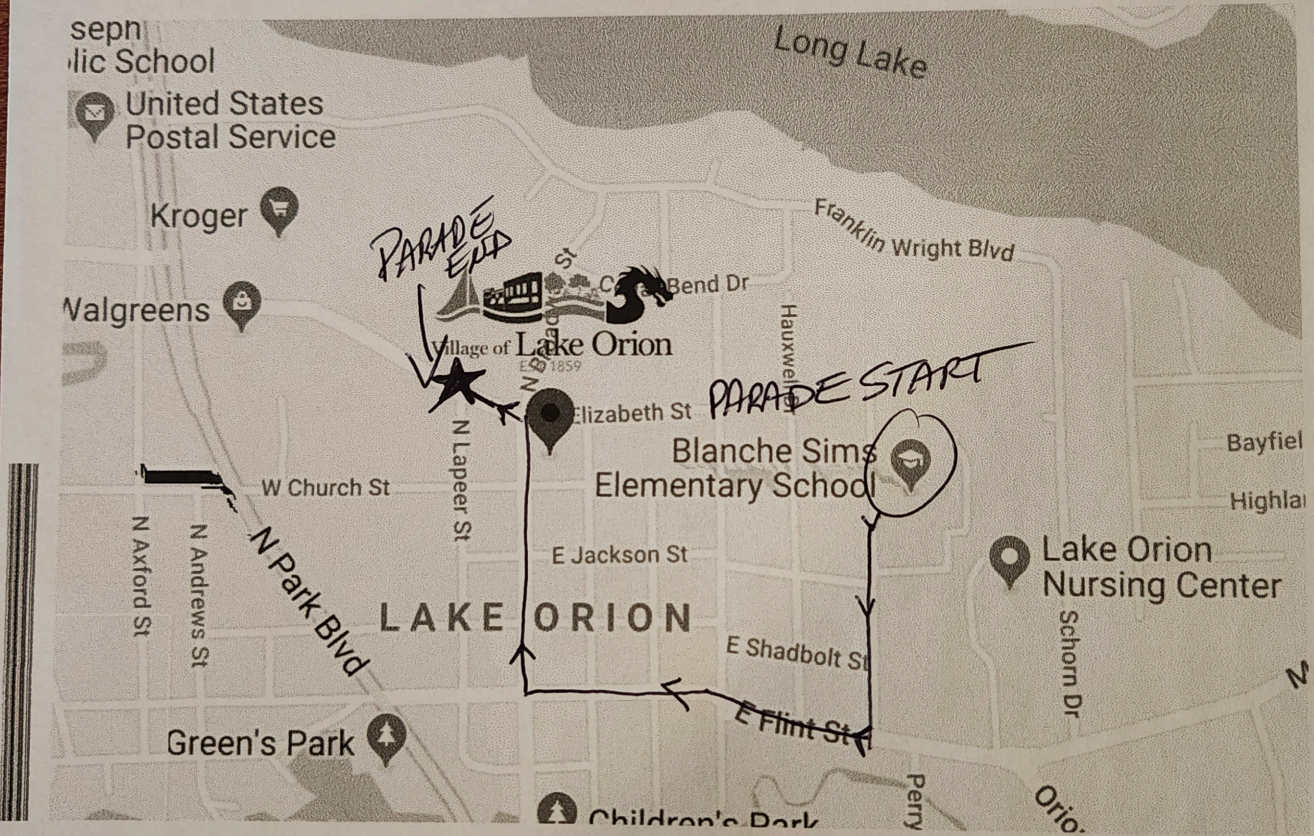
8. Issue Permit - INACTIVE

Assignee: Lynsey Blough



5/30/24, 10:14 AM

VillageofLakeOrionMap.jpg (938x612)





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 *

Memorial Day Parade
Activity/Event
May 25 2026 10:45 AM - 12:30 PM
Dates and Time

General Description of Location
Blanch Simms School, Florance St, Flint St, S. Anderson St, Front St, and Broadway St

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.

[Signature]
Applicant/Property Owner/Contractor Signature**

JEREMY LEMON
Applicant/Property Owner/Contractor Printed Name

9 FEB 2026
Date

[Signature]
Witness One Signature ***

STEVE H & WELLS
Witness One Printed Name

[Signature]
Witness Two Signature ***

Bridget L. Brown
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.



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: February 23, 2026

TOPIC: Approval of Special Event – Orion Veterans Memorial Day Run/Walk

BACKGROUND BRIEF:

The Orion Veterans Memorial Day Run/Walk, submitted by Jenny Bhatti on behalf of the Charter Township of Orion and the Orion Veterans Memorial, is scheduled for Monday, May 25, 2026. The event will take place at various Village properties, with the 5K and 5-Mile Run/Walk starting next to Children’s Park.

This event is held annually, and this will mark the 10th time it has taken place.

RECOMMENDED MOTION:

To adopt Resolution No. 2026-006 to approve the Orion Veterans Memorial Day Run/Walk Special Event Application and the License Agreement between the Village of Lake Orion and Jenny Bhatti of the Charter Township of Orion and Orion Veterans Memorial for the use of various Village properties on May 25, 2026, and to authorize the Village Council President and Village Clerk to execute the agreement on behalf of the Village.



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

RESOLUTION NO. 2026-006

**A RESOLUTION APPROVING THE SPECIAL EVENT PERMIT APPLICATION FOR
ORION VETERANS MEMORIAL DAY RUN/WALK AND
TO APPROVE THE LICENSE AGREEMENT**

**VOTING YEA:
VOTING NAY:
ABSENT:
MOTION:**

RESOLVED: To approve the Special Event Permit Application submitted by Jenny Bhatti on behalf of the Charter Township of Orion and Orion Veteran’s Memorial for the Orion Veterans Day Run/Walk to be held on Monday, May 25, 2026 at 9:00AM – 10:30AM at various Village properties, as outlined in the application.

FURTHER RESOLVED: To approve the License Agreement between the Village of Lake Orion and the Charter Township of Orion and Orion Veterans Memorial and to authorize the Village President and Village Clerk to execute the Agreement on behalf of the Village.

FURTHER RESOLVED: This approval is conditioned on the following:

Administrative Requirements:

1. The applicant is responsible for cleaning up any trash generated during the event.
2. All tents and temporary structures must be securely anchored to withstand inclement weather or wind conditions to prevent potential injury.
3. Portable restrooms must be removed after the event.

DPW Requirements:

1. Village properties will be properly maintained before and after the event.

Police Department Requirements:

1. 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.

2. 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.
3. 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.
4. 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.

Fire Department Requirements:

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

THIS RESOLUTION WAS DULY ADOPTED BY THE LAKE ORION VILLAGE COUNCIL AT ITS REGULAR MEETING HELD ON MONDAY, FEBRUARY 23, 2026.



Sonja Stout
Village of Lake Orion Clerk/Treasurer

CERTIFICATION

I, Sonja Stout, duly appointed Clerk/Treasurer of the Village of Lake Orion, Oakland County, Michigan, do hereby certify that the foregoing is a true and correct copy of Resolution No. 2026-006 adopted by the Village of Lake Orion Village Council at its Regular Meeting held on the 23rd day of February 2026.

Given under my hand and seal of the Village of Lake Orion, Oakland County, Michigan on this 23rd day of February 2026.



Sonja Stout
Village of Lake Orion Clerk/Treasurer

DATED: February 24, 2026



Special Event
SE-2026-007

Balance
\$0.00

Applicant	Application #	Submitted	Issued	Starts	Expires	Identifier
Orion Township	XDN-ZIF	Feb 3, 2026	--	May 25, 2026	--	--

Applicant Information

APPLICANT
Orion Township

- ✉ jbhatti@oriontownship.org
- ☎ (248) 391-0304 ext. 1003
- 📄 2323 Joslyn Rd, Lake Orion, MI 48360
- 📍 Same as mailing address

Agent

AGENT
Jenny Bhatti

- ✉ jbhatti@oriontownship.org
- ☎ (248) 391-0304 ext. 1003
- 📄 2323 Joslyn Rd, Lake Orion, MI 48360
- 📍 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.

The Fire Department approves this event. There shall be no parking in the North fire station lot or along Street.

Section 7, Item F.

Issued By: 
N/A

Internal Notes - Employee Communication 
N/A


Approved Event: 
N/A

General Information

Event Location

▶

93 S ANDERSON ST
LAKE ORION, MI 48362



Event Locations

Event will start in front of the horseshoe pits and then go out and back on the Paint Creek Trail

Zoning District

DC - Downtown Center

Event Name

Orion Veterans Memorial Day Run/Walk

Event Details

Event is a 5k and 5 mile out and back run/walk on the Paint Creek Trail

Date / Hours of Event

05/25/2026, check in begins at 8am, race begins at 9am

Date / Hours of Set-up and Tear Down

05/25/2026, tear down begins at 10:30am

Event Map

[5K Route.pdf](#)

[5-Mile Route.pdf](#)

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

Gazebo Rental?

No

Gazebo Rental Date/Hours

N/A

Section 7, Item F.

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

[W9.pdf](#)

Is this event expected to occur next year?

Yes

If Yes, provide next year's specific dates

Memorial Day 2027

If this event a Fund raiser?

Yes

If YES, indicate beneficiary information

Orion Veterans Memorial

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

No

Describe above selection

This will be our 10th year

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

No

Describe above selection

Always started in the Village

Event Details (continued)

Total estimated attendance each day

100

What parking arrangements will be necessary to accommodate attendance?

Nothing additional

Parking Plan

How will trash be handled?

We will have pop-up trash and recycling cans, and will haul away when the event is over

Is amplification of music or speakers planned or anticipated?

Yes

If yes, describe

We will have a portable speaker that we will use to start the race and announce winners

Will tents be used?

Yes

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

2 Tents will be on the grassy area next to the fire station, same as previous years

Portable restrooms

Yes

If yes, number of portable restrooms and location

We will have 3 porta johns on site, next to the horseshoe pits (where the other porta john is)

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?

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

No

If yes, describe

N/A

Temporary Closure Signage

N/A

Trash Cans

N/A

Electrical Connections

No

If yes, describe

N/A

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

We would love to have an officer at the atwater crossing to ensure safe passage of participants

Other Village Services

No

If yes, describe

N/A

Municipal Equipment

Event Signs

Will this event include the use of signs?

No

Location(s) of Sign

A sign will be placed by the horseshoe pit (-cancelled by applicant)

Sign Dimensions

24x36 (-cancelled by applicant)

Sign Sketch Plan

[2023 5K 5Miles Yard Sign.pdf](#)

Location Map

Temporary Display Start

May 1, 2026

Temporary Display End

May 25, 2026

Quantity of Temporary Signs

0

OLD_Quantity of Temporary Signs 

0

Certifications and Signatures

Signature of Sponsoring Organization's Agent

[signature.pdf](#)

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

[Village of Lake Orion Certificate.pdf](#)

Hold Harmless Agreement

Hold Harmless Agreement

[2026 OVM - Village.pdf](#)

Fees

Application Fee	
Special Event - Right Of Way	\$75.00
Application Fee	\$25.00
Sign Fee	\$75.00
Administrative Correction	-\$100.00
TOTAL	\$100.00
PAID	\$100.00
BALANCE DUE	\$0.00

Transaction Log

02/03/2026	Payment	Card	\$100.00
Non-refundable convenience fee of \$6.00			

Communication

Kirsten B February 6, 9:36 AM

Hi Jenny,

Lynsey and I are working on this application for the Orion Veterans Memorial Day walk & run. A few things need to be clarified, please. First, how many tents will be set up for this event? Last year's application noted two. Second, how many temporary signs do you intend to place? We need to know the exact quantity in order for us to correctly invoice you for the event. Last year you applied for one sign. Do you expect that to be the same this year? Third, for the porta-johns, you mentioned last year that there would be three. Do you expect the same number this year?

Please let us know and we can update the application. Thank you!

Kirsten Barber

Kirsten B February 6, 9:44 AM

Jenny,

One other thing, the application is missing a specific start time for the walk/run. It states a check-in time of 8am. Last year the application stated the race start time was 9am. Is that the same plan for this year?

Kirsten Barber

Jenny B February 6, 11:06 AM

I will have 1-2 tents. I will put up 1 sign. I will have 3 porta-johns again. The run/walk starts at 9am.

Kirsten B February 6, 11:16 AM

Thank you, Jenny. We will add the additional fee for the sign permit to your application. Please let us know if you have any additional questions.

Kirsten

Jenny B February 6, 12:04 PM

I already paid \$100 yesterday, if it's an additional \$100 for 1 sign, then I won't do it.

Kirsten B February 6, 12:41 PM

There is an additional \$100 fee for the sign. This is the same fee as last year. I can remove those charges for you if you would like to continue without the sign. I have attached a copy of the invoice and payment from last year for your reference.

Kirsten

Orion Veterans Memorial Day Run Package 2025 pymt.pdf

2025 Orion Veterans Memorial Day Run Walk Invoice.pdf

Lynsey B February 10, 8:45 AM

Good morning,

Just to confirm, you would like to proceed without the sign, correct? Please let us know.

Thank you!

Jenny B February 11, 11:14 AM

Yes, I will proceed without the sign. Thank you.

Lynsey B February 11, 12:21 PM

Got it! Thank you!

Lynsey B February 18, 10:51 AM

Hi Jenny,

Police Chief Amundson has reviewed your special event permit application and added the following conditions, which will be reflected in the resolution pending Village Council approval. I am sharing them with you for your awareness.

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, event staffing, planning time, 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.

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.

Workflow

1. Payment - COMPLETED

Assignee: Lynsey Blough

2. Administrative Review - COMPLETED

Assignee: Lynsey Blough

3. Dept. of Public Works Review - COMPLETED

Assignee: Wes Sanchez

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

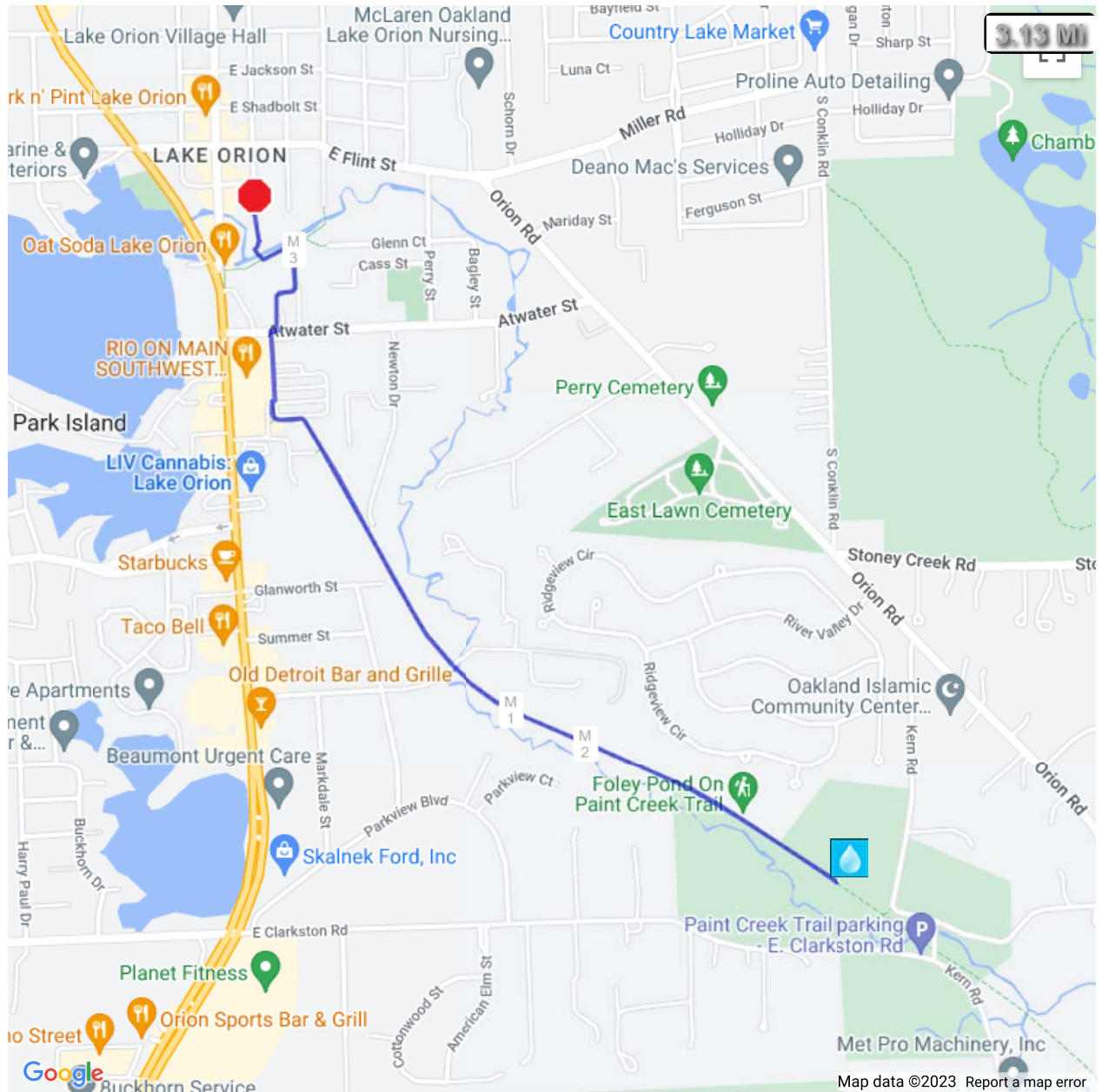
Assignee: Sommer Nafal

8. Issue Permit - INACTIVE

Assignee: Lynsey Blough

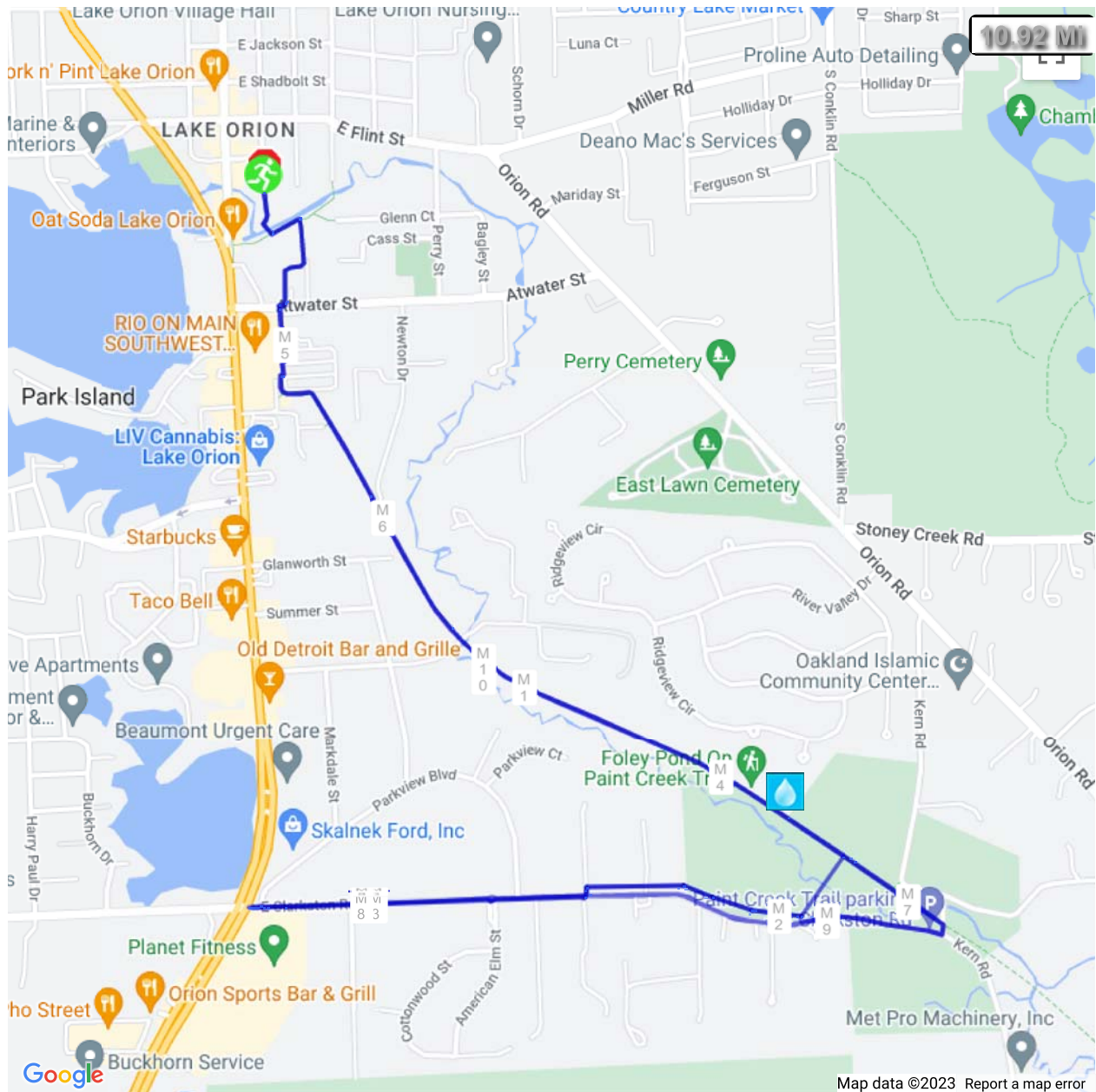
5K

Section 7, Item F.



5 Mile

Section 7, Item F.





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 *

Orion Veterans Memorial Day Run/walk 5/25/26 9am
Activity/Event Dates and Time

Area next to Children's park
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.

[Signature]
Applicant/Property Owner/Contractor Signature**

[Signature]
Witness One Signature ***

Jenny Bhatti
Applicant/Property Owner/Contractor Printed Name

Lizzie Phillips
Witness One Printed Name

1/29/26
Date

[Signature]
Witness Two Signature ***

Shirley Compau
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
RISK MANAGEMENT
A U T H O R I T Y

CERTIFICATE OF COVERAGE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder except to the extent shown below. This certificate does not amend, extend, or alter the coverage contained in the Authority's Joint Powers Agreement and coverage attachments thereto. This is to certify that a Self-Insured Program has been undertaken by the Member listed below through the Authority pursuant to Act 138 P.A. 1982.

The coverage provided by the Authority is as follows:

- 1. Liability coverage for general liability, automobile (including Michigan No-Fault), law enforcement, and public officials liability; in the sum of \$15,000,000 per occurrence inclusive of loss adjustment and defense costs.
- 2. Property Coverage including loss to real & personal property, to amounts stipulated in the Coverage Documents and Coverage Overview for this Member.
- 3. Motor Vehicle Physical Damage Coverage for vehicles as stipulated in the Coverage Documents and Coverage Overview.
- 4. Data Breach and Privacy Liability to amounts stipulated in the Coverage Documents and Coverage Overview for this Member.
- 5. Information only.
- 6. The entity named below is included in the scope of protection as respects claims arising from a COVERED CONTRACT as defined in the MMRMA Liability and Motor Vehicle Physical Damage Coverage Document.
VILLAGE OF LAKE ORION EVENT PERMIT APPLICATION DATED JANUARY 29, 2026 FOR ORION VETERANS MEMORIAL DAY RACE ON MAY 25, 2026.
- 7. Other (as described here):

This certificate is issued in accordance with, and is subject to, all provisions of the Joint Powers Agreement, Coverage Documents, reinsurance agreements, MMRMA rules, regulation and administrative procedures. Should the Member identified below withdraw from the Authority, or its Authority Membership be otherwise terminated, the Authority shall endeavor to notify the certificate holder in writing thirty (30) days in advance thereof, but failure to furnish such notice shall impose no obligation or liability of any kind upon the Authority, or its representatives.

Certificate Holder:
VILLAGE OF LAKE ORION
21 E. CHURCH STREET
LAKE ORION, MI 48362

Member:
CHARTER TOWNSHIP OF ORION
2323 JOSLYN ROAD
LAKE ORION, MI 48360

Certificate Expiration Date: July 1, 2026
Date Issued: January 29, 2026

Member Number: M0001244
Policy Period: 7/1/2025 - 7/1/2026

Distribution:
Chris Barnett, Charter Township of Orion
MMRMA Underwriting

Authorized Representative

SECTION 4 DEFINITIONS

A. The following meanings shall apply to all coverages in this Coverage Document.

1. ACTUAL CASH VALUE

means cost of replacing damaged or destroyed covered property with comparable new property minus depreciation and obsolescence.

2. ALLOCATED LOSS ADJUSTMENT EXPENSES

means all costs to adjust, defend, or settle a specific claim or **lawsuit**, including, by way of illustration but not limitation, attorney fees and related costs, expert witness fees, and any other expense related to the claim or **lawsuit**.

3. BODILY INJURY

means **bodily injury**, harm, sickness, or disease sustained by a natural person, including death resulting therefrom.

4. COVERED CONTRACT

means any agreement or contract, permissible by law, under which the Member assumes the tort liability only of another to pay **damages** to a third party.

The contract or agreement must precede the **occurrence** and is subject to all of the terms and conditions of this Coverage Document, the Joint Powers Agreement, MMRMA rules and MMRMA administrative procedures.

A **covered contract** shall not:

- a) indemnify any consultant, advisor, or other individual or entity providing professional services, including but not limited to, services of any architect, attorney, engineer, surveyor or other consultant or advisor;
- b) indemnify any independent contractor or employee of any independent contractor;
- c) indemnify any person for damage by fire to premises leased, rented, or loaned to the Member; or
- d) guarantee promise or performance.

The limits of coverage for a **covered contract** shall be the lesser of the coverage limits stated in the Member's Coverage Overview or the minimum amount of coverage required, permitted, or stated in the **covered contract**.

5. DAMAGES

means any or all of the following:

- a. All money **damages** within the Subjects of Coverage stated in Section 1 the Member becomes legally obligated to pay for any claim or **lawsuit** covered and defended by MMRMA. **Damages** also includes all interest on any judgment resulting from a **lawsuit** covered and defended by MMRMA;



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: February 23, 2026

TOPIC: Receive and File of Orion Township Building Permit Report from January 15, 2026 to February 15, 2026

RECOMMENDED MOTION:

To receive and file the Orion Township Building Permit Report from January 15, 2026 to February 15, 2026, as presented.

Permit #	Address	Category	Applicant Name	Date Issued	Permit Fee
PBV24-075	616 LONGPOINTE DR	Deck	REDMOND, RACHEL	02/06/2026	225.00
PBV24-076	616 LONGPOINTE DR	Deck	REDMOND, RACHEL	02/06/2026	320.00
PBV25-067	365 PARK AVE	Alteration	Oakland Restoration & Remodeling	01/20/2026	290.00
PBV26-002	197 S BROADWAY ST	WALL SIGN	PATRICK A STIEBER	01/27/2026	265.00
PBV26-003	146 S BROADWAY ST	WALL SIGN	PATRICK A STIEBER	01/27/2026	238.00
PBV26-004	241 E FLINT ST	Alteration	TOOL TIME HOME SOLUTIONS	02/02/2026	265.86
PBV26-005	388 NORLAND ST	Waterproofing	FOUNDATION SYSTEMS OF MI	02/02/2026	562.00
PEV26-003	197 S BROADWAY ST	COMMERCIAL SIGNS, POOLS	PATRICK A STIEBER	01/21/2026	165.00
PEV26-004	207 PORT SIDE DR	RES. NEW HOUSE GARAGE	RICHARD A. LEE	01/25/2026	125.00
PEV26-005	205 PORT SIDE DR	RES. NEW HOUSE GARAGE	RICHARD A. LEE	01/25/2026	125.00
PEV26-006	308 PARK ISLAND RD	RES. MISC.	Jacob S Zolynsky	02/03/2026	400.00
PEV26-007	241 E FLINT ST	RES. ALTER	KRISTOPHER A RICHARDSON	02/04/2026	170.00
PEV26-008	308 PARK ISLAND RD	RES. ADDITION	CRAIG ALAN BATTLE	02/10/2026	890.00
PEV26-009	378 S BROADWAY ST	COMMERCIAL ALTERATION	DEREK JOHN CURIOCA	02/11/2026	492.00
PEV26-010	530 N SHORE CT	RES. MISC.	JOSEPH BREWER	02/11/2026	132.00
PMV26-002	146 BELLEVUE AVE	RES. MISC.	Christopher H Smither	01/21/2026	236.00
PMV26-003	130 S ANDREWS ST	RES. NEW HOUSE GARAGE	Charles W Tait	01/16/2026	117.00
PMV26-005	378 S BROADWAY ST	COMMERCIAL ALTERATION	Jeffrey A Van Pamel	02/06/2026	162.00
PPV26-001	241 E FLINT ST	RES. ALTER	CUPRUM PLUMBING	01/29/2026	180.00
PPV26-002	543 ATWATER ST	RES. MISC.	KENNETH STRZELECKI	02/02/2026	0.00
PPV26-003	388 NORLAND ST	RES. MISC.	Jeffrey Hunter	02/03/2026	111.00
PPV26-004	378 S BROADWAY ST	COMMERCIAL ALTERATION	JEFFREY A. VANPAMEL	02/06/2026	444.00

Number of Permits: 22

Population: All Records

Permit.DateIssued Between 1/15/2026 12:00:00 AM AND
2/15/2026 11:59:59 PM AND

Permit.PermitType Contains VILL



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: February 23, 2026

TOPIC: Receive and File of Invoice Distribution Report for February 24, 2026

RECOMMENDED MOTION:

To receive and file the bills in the amount of \$ 67,597.40 of which \$ 15,086.28 are DDA bills for a net total of \$ 52,511.12 and to receive and file the DDA bills.

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

EXP CHECK RUN DATES 02/24/2026 - 02/24/2026

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					
101-000-123-000	CLERICAL OFFICE 8%	MML WORKERS' COMP FUND	QUARTERLY PAYMENT 4TH QUARTER 25-26	324.72	None
101-000-123-000	PARKS & RECREATION 1%	MML WORKERS' COMP FUND	QUARTERLY PAYMENT 4TH QUARTER 25-26	40.59	None
101-000-123-000	LIFEGUARDS 1%	MML WORKERS' COMP FUND	QUARTERLY PAYMENT 4TH QUARTER 25-26	40.59	None
101-000-279-000	GENERAL PORTION	BLUE CROSS BLUE SHIELD OF	HEALTH COVERAGE FOR SHANK MARCH 2026	300.14	None
101-000-279-000	RETIREE HEALTHCARE-RETIREE	BCBSM MEDICARE ADVANTAGE	RETIREE COVERAGE MARCH 2026	1,048.72	None
101-000-281-003	SERVICES THROUGH JANUARY 2	NOWAK & FRAUS ENGINEERS	N808 PENINSULA CONDOMINIUMS SERVICES	62.50	None
101-000-281-004	JANUARY 25, 2026	NOWAK & FRAUS ENGINEERS	M900 FLATS AT WEST VILLAGE 55 ELIZABE	3,275.00	None
101-000-281-016	JANUARY 25, 2026	NOWAK & FRAUS ENGINEERS	0929- 315 N LAPEER ST ADMIN BUILDING	997.50	None
101-000-281-018	JANUARY 25, 2026	NOWAK & FRAUS ENGINEERS	0853 EASTPORT VILLAGE - JACOBSON'S	168.75	None
101-000-607-000	OVERPAYMENT (378 S BROADWA	TITANIC SIGN CO	REFUND FOR OVERPAYMENT FOR SIGN PERMI	150.00	None
Total Department 000 REVENUE				6,408.51	
Department: 215 VILLAGE CLERK					
101-215-900-000	PO ORD 18.31 GARBAGE PUBLI VIEW	NEWSPAPER GROUP	NEWSPAPER POSTINGS	76.00	None
Total Department 215 VILLAGE CLERK				76.00	
Department: 228 Information Technology					
101-228-801-000	MONTHLY BILLING FOR FEBRUA	VC3, INC.	MONTHLY BILLING FEBRUARY 2026	1,895.20	None
101-228-801-000	OFFICE 365 - FEB	VC3, INC.	OFFICE 365 - FEBRUARY	315.39	None
Total Department 228 Information Technology				2,210.59	
Department: 260 GENERAL ACTIVITIES					
101-260-716-001	RETIREE HEALTHCARE	BCBSM MEDICARE ADVANTAGE	RETIREE COVERAGE MARCH 2026	917.65	None
101-260-727-000	SCOTT 2PLY TOILET PAPER	AMAZON CAPITAL SERVICES	TOILET PAPER VILLAGE HALL	46.78	None
101-260-727-000	VILLAGE WATER RENTAL	CRYSTAL WATER COMPANY	VILLAGE WATER	24.00	None
101-260-727-000	ENVELOPES	RIGHT HOOK BRANDED MERCHAN	5000 ENVELOPES (PEEL AND STICK)	1,736.44	None
101-260-727-000	VILLAGE WATER RENTAL	CRYSTAL WATER COMPANY	VILLAGE WATER	18.00	None
101-260-851-000	101-260-851-000 JAN - FEB	COMCAST CABLE	COMCAST ACCT # 8529 10 142 0017924	502.68	None
101-260-920-000	20 E SHADBOLT ACCT # 1030	CONSUMERS ENERGY	FEBRUARY 2026 BILL	21.00	None
101-260-920-000	21 E CHURCH ACCT# 1030 170	CONSUMERS ENERGY	FEBRUARY 2026 BILL	2,208.33	None
101-260-921-000	STREETLIGHTS	DTE ENERGY	JANUARY BILL STREETLIGHTS	4,369.24	None
101-260-930-000	MATS FOR VILLAGE OFFICE 2/	Darwe1 ENTERPRISES LLC	MONTHLY MAT RENTAL VILLAGE OFFICES	205.45	None
Total Department 260 GENERAL ACTIVITIES				10,049.57	
Department: 721 PLANNING AND ZONING					
101-721-801-000	BZA 02-02-2026	SMITH, DANIELLE	02-02-2026 BZA	150.00	None
Total Department 721 PLANNING AND ZONING				150.00	
Department: 880 CONTRACT SERV - LEAGAL/ACCTING/ENGINEER					
101-880-806-000	JANUARY 25, 2026	NOWAK & FRAUS ENGINEERS	M629 - GENERAL ENGINEERING SERVICES	612.50	None
Total Department 880 CONTRACT SERV - LEAGAL/ACCTING/ENGINEER				612.50	
Total Fund 101 GENERAL FUND				19,507.17	
Fund: 202 MAJOR STREET FUND					
Department: 000 REVENUE					
202-000-123-000	STREET OPERATONS 10%	MML WORKERS' COMP FUND	QUARTERLY PAYMENT 4TH QUARTER 25-26	405.90	None
Total Department 000 REVENUE				405.90	
Department: 478 WINTER MAINTENANCE					
202-478-726-000	ROAD SALT INVOICES126-3722	DETROIT SALT COMPANY	ROAD SALT	2,849.71	None
Total Department 478 WINTER MAINTENANCE				2,849.71	

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

EXP CHECK RUN DATES 02/24/2026 - 02/24/2026

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Section 7, Item H.

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 202 MAJOR STREET FUND					
				Total Fund 202 MAJOR STREET FUND	3,255.61
Fund: 203 LOCAL STREET FUND					
Department: 000 REVENUE					
203-000-123-000	STREET OPERATIONS 10%	MML WORKERS' COMP FUND	QUARTERLY PAYMENT 4TH QUARTER 25-26	405.90	None
				Total Department 000 REVENUE	405.90
				Total Fund 203 LOCAL STREET FUND	405.90
Fund: 207 POLICE FUND					
Department: 000 REVENUE					
207-000-123-000	POLICE OFFICERS 42%	MML WORKERS' COMP FUND	QUARTERLY PAYMENT 4TH QUARTER 25-26	1,704.78	None
				Total Department 000 REVENUE	1,704.78
Department: 301 POLICE/SHERIFF/CONSTABLE					
207-301-716-001	POLICE PORTION	BLUE CROSS BLUE SHIELD OF	HEALTH COVERAGE FOR SHANK MARCH 2026	900.40	None
207-301-716-001	RETIREE HEALTHCARE	BCBSM MEDICARE ADVANTAGE	RETIREE COVERAGE MARCH 2026	917.65	None
207-301-730-000	POLICE PRINTER CONTRACT 57	U.S. BANK EQUIPMENT FINANC	RICOH CONTRACT PAYMENT POLICE PRINTER	110.43	None
207-301-730-000	COPY CHARGES BW-\$16.89 COL	APPLIED INNOVATION	POLICE COPY MACHINE USAGE INVOICE 305	83.84	None
207-301-730-000	FREIGHT	APPLIED INNOVATION	POLICE COPY MACHINE USAGE INVOICE 305	3.35	None
207-301-802-000	PROSECUTIONS INVOICE 11914	BEIER HOWLETT, P.C.	PROSECUTIONS-SERVICES THRU JANUARY 31	4,695.50	None
207-301-804-000	SHERIFF DISPATCH SERVICES	OAKLAND COUNTY TREASURER	SHERIFF DISPATCH SERVICES INVOICE DAT	3,965.42	None
207-301-820-000	UNIFORM DUTY PANTS	ON DUTY GEAR LLC	REPLACEMENT UNIFORMS MIRES	284.97	None
207-301-820-000	DUTY UNDERBELT	ON DUTY GEAR LLC	REPLACEMENT UNIFORMS MIRES	57.99	None
207-301-851-000	207-301-851-000 FEB - MARCH	COMCAST CABLE	COMCAST ACCT # 8529 10 142 0017924	502.68	None
207-301-865-000	POLICE NOV	ROAD COMMISSON FOR OAKLAND	FUEL FOR DPW & POLICE NOVEMBER / DECE	470.86	None
207-301-865-000	POLICE DEC	ROAD COMMISSON FOR OAKLAND	FUEL FOR DPW & POLICE NOVEMBER / DECE	623.63	None
207-301-932-000	504 OIL CHANGE	SKALNEK FORD	504 OIL CHANGE	86.60	None
				Total Department 301 POLICE/SHERIFF/CONSTABLE	12,703.32
				Total Fund 207 POLICE FUND	14,408.10
Fund: 225 DEPT OF PUBLIC WORKS FUND					
Department: 000 REVENUE					
225-000-123-000	BUILDING OPERATIONS 15%	MML WORKERS' COMP FUND	QUARTERLY PAYMENT 4TH QUARTER 25-26	608.85	None
225-000-123-000	CEMETERY OPERATIONS 5%	MML WORKERS' COMP FUND	QUARTERLY PAYMENT 4TH QUARTER 25-26	202.95	None
				Total Department 000 REVENUE	811.80
Department: 441 DEPARTMENT OF PUBLIC WORKS					
225-441-716-001	RETIREE HEALTHCARE	BCBSM MEDICARE ADVANTAGE	RETIREE COVERAGE MARCH 2026	3,408.42	None
225-441-820-000	HOODED SWEATER WORK SHIRTS	UHAN'S DEPARTMENT STORE	UNIFORM ALLOWANCE	230.75	None
225-441-851-000	DEC 24, 2025 - JAN 25, 202	COMCAST CABLE	362 CASS ST ACCT # 8529 10 142 002175	320.84	None
225-441-851-000	JAN 25 - FEB 24	COMCAST CABLE	362 CASS ST ACCT # 8529 10 142 002175	341.61	None
225-441-865-000	DPW NOV	ROAD COMMISSON FOR OAKLAND	FUEL FOR DPW & POLICE NOVEMBER / DECE	482.55	None
225-441-865-000	DPW DEC	ROAD COMMISSON FOR OAKLAND	FUEL FOR DPW & POLICE NOVEMBER / DECE	721.02	None
225-441-920-000	362 CASS ACCT# 1030 1701 1	CONSUMERS ENERGY	FEBRUARY 2026 BILL	1,883.96	None
225-441-920-000	333 CASS ST ACT # 1030 170	CONSUMERS ENERGY	FEBRUARY 2026 BILL	0.00	None
225-441-930-000	INVOICE 267345 FUSE HOLDE	J & T ELECTRICAL SUPPLY	ELECTRICAL SUPPLIES	35.13	None
225-441-930-000	INVOICE 267448 FUSES AND B	J & T ELECTRICAL SUPPLY	ELECTRICAL SUPPLIES	326.69	None
225-441-930-000	INVOICE 267480 LED BULBS	J & T ELECTRICAL SUPPLY	ELECTRICAL SUPPLIES	452.40	None
225-441-930-000	INVOICE 267487 SHIPPING	J & T ELECTRICAL SUPPLY	ELECTRICAL SUPPLIES	41.85	None
225-441-930-000	STREETSCAPE REIMBURSEMENT	ELECTRICAL SYSTEMS, INC.	ELECTRICAL WORK	730.10	None
225-441-957-000	EDUCATION AND TRAINING	MICHIGAN RURAL WATER ASSOC	REVIEW COURSE WATER SEWER	250.00	None

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 225 DEPT OF PUBLIC WORKS FUND					
Department: 441 DEPARTMENT OF PUBLIC WORKS					
Total Department 441 DEPARTMENT OF PUBLIC WORKS				9,225.32	
Department: 443 PHASE II STORMWATER					
225-443-955-000	MS4 PERMIT 2026	EGLE	MS4 ANNUAL PERMIT	1,000.00	None
Total Department 443 PHASE II STORMWATER				1,000.00	
Total Fund 225 DEPT OF PUBLIC WORKS FUND				11,037.12	
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Department: 260 GENERAL ACTIVITIES					
248-260-801-000	HOME DEPOT REIMBURSEMENT	HOME DEPOT CREDIT SERVICES	GARBAGE BAGS	59.94	None
248-260-823-000	INV C2953D1-0046 FLOWCODE	COMERICA BANK	JAN 2026 CC	9.95	None
248-260-823-000	INV 18022 SNAP RETAIL	COMERICA BANK	JAN 2026 CC	65.00	None
248-260-823-000	INV T9009138990-011226	COMERICA BANK	JAN 2026 CC	38.00	None
248-260-823-000	INV 202059689856 IONOS	COMERICA BANK	JAN 2026 CC	28.85	None
248-260-823-000	ADOBE - INV 3344589780	COMERICA BANK	JAN 2026 CC	21.19	None
248-260-823-000	ICOMCAST	COMERICA BANK	JAN 2026 CC	234.68	None
248-260-851-000	INV 740005 - MISWITCH	COMERICA BANK	JAN 2026 CC	90.70	None
248-260-920-000	CONF 4740336020 CONSUMERS	COMERICA BANK	JAN 2026 CC	351.25	None
248-260-921-000	AACT 920009680652 24 FRONT	DTE ENERGY	STREETLIGHTS	38.96	None
248-260-921-000	ACCT 910040951824 380 BROA	DTE ENERGY	STREETLIGHTS	78.27	None
248-260-921-000	ACCT910040951774 38 S WASH	DTE ENERGY	STREETLIGHTS	184.99	None
248-260-921-000	ACCT 910040951725 22 E SHA	DTE ENERGY	STREETLIGHTS	188.18	None
248-260-921-000	ACCT 910040951659 38 E FLI	DTE ENERGY	STREETLIGHTS	492.59	None
248-260-921-000	ACCT910040951600 491 S BRO	DTE ENERGY	STREETLIGHTS	84.35	None
248-260-940-000	UHAUL - EQUIPMENT	COMERICA BANK	JAN 2026 CC	34.93	None
248-260-956-000	UPS - COPIES	COMERICA BANK	JAN 2026 CC	51.38	None
248-260-956-000	MIEJER - SUPPLIES	COMERICA BANK	JAN 2026 CC	63.81	None
248-260-958-000	UPS - COPIES	COMERICA BANK	JAN 2026 CC	107.52	None
248-260-958-000	TIM HORTONS - EVENT	COMERICA BANK	JAN 2026 CC	19.98	None
248-260-958-000	UPS - COPIES	COMERICA BANK	JAN 2026 CC	6.23	None
248-260-958-000	RISE LOUNGE - MSOC MTG	COMERICA BANK	JAN 2026 CC	206.72	None
248-260-958-000	GREAT LAKES - SUPPLIES	COMERICA BANK	JAN 2026 CC	23.31	None
Total Department 260 GENERAL ACTIVITIES				2,480.78	
Department: 725 ORGANIZATION					
248-725-825-000	DOLLARS 34740, 4737	WATERSIDE SOCIAL	GIFT CARD REDEMPTION	50.00	None
248-725-825-000	DOLLARS (#'S IN NOTE)	SAGEBRUSH CANTINA	GIFT CARD REDEMPTION	550.00	None
248-725-825-000	AMZN - SUPPLIES	COMERICA BANK	JAN 2026 CC	12.75	None
248-725-825-000	DD#4756	GREEN HIPPO GIFTS	DWTN DOLLARS REDEMPTION	25.00	None
248-725-825-000	DD# 4696	HERITAGE SPINNING & WEAVIN	DWTN DOLLARS REDEMPTION	25.00	None
248-725-825-000	DD#(S)4769, 4770	WATERSIDE SOCIAL	DWTN DOLLARS REDEMPTION	50.00	None
248-725-826-000	TARGET - SUPPLIES	COMERICA BANK	JAN 2026 CC	41.71	None
248-725-826-000	ETYS - AWARDS	COMERICA BANK	JAN 2026 CC	239.51	None
Total Department 725 ORGANIZATION				993.97	
Department: 726 DESIGN					
248-726-801-000	TRACTOR SUPPLY - SUPPLIES	COMERICA BANK	JAN 2026 CC	109.11	None
248-726-801-000	AMZN - SUPPLIES	COMERICA BANK	JAN 2026 CC	173.72	None
248-726-801-000	MENARDS N- SOAP	COMERICA BANK	JAN 2026 CC	31.78	None
248-726-801-000	GREAT LAKES ACE - SUPPLIES	COMERICA BANK	JAN 2026 CC	39.21	None

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

EXP CHECK RUN DATES 02/24/2026 - 02/24/2026

POSTED AND UNPOSTED
OPEN

Section 7, Item H.

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Department: 726 DESIGN					
248-726-801-000	SPAREBOX - STORAGE RENT	COMERICA BANK	JAN 2026 CC	285.00	None
248-726-980-001	UPS - COPIES	COMERICA BANK	JAN 2026 CC	297.08	None
248-726-980-001	AMZN - SUPPLIES	COMERICA BANK	JAN 2026 CC	44.99	None
248-726-980-001	FED EX - COPIES	COMERICA BANK	JAN 2026 CC	33.64	None
248-726-980-002	VILLAGE PUD FEE	COMERICA BANK	JAN 2026 CC	618.20	None
248-726-980-002	VILLAGE ESCROW FEE	COMERICA BANK	JAN 2026 CC	875.58	None
Total Department 726 DESIGN				2,508.31	
Department: 728 ECONOMIC DEVELOPMENT					
248-728-801-000	ZOOM - INV 339736732	COMERICA BANK	JAN 2026 CC	159.90	None
248-728-801-000	INV 0337	PRESTIGE CLEANING MI	CLEANING MARCH 2026	500.00	None
248-728-886-002	4IMPRTIN - VOLUNTEER HATS	COMERICA BANK	JAN 2026 CC	501.25	None
Total Department 728 ECONOMIC DEVELOPMENT				1,161.15	
Department: 729 PROMOTION					
248-729-880-008	INV 395461	VIEW NEWSPAPER GROUP	ADVERTISING	283.00	None
248-729-880-008	SPONSOR CARVING	CLEAR CUT ICE	ICE CARVING	2,925.00	None
248-729-880-013	INV 8128 - ROOM RENTAL	LAKE ORION COMMUNITY SCHOO	ROOM RENTAL	195.00	None
248-729-880-013	MISC ICE FEST	CLEAR CUT ICE	ICE CARVING	200.00	None
248-729-880-015	INV 0000092 - WEEBEAN	COMERICA BANK	JAN 2026 CC	279.00	None
248-729-880-015	AMZN - SUPPLIES (EVENT)	COMERICA BANK	JAN 2026 CC	14.99	None
248-729-880-015	AWARDS - CROWN 15551083	COMERICA BANK	JAN 2026 CC	84.81	None
248-729-880-015	SICK TOWN HALL - VOLUNTEER	COMERICA BANK	JAN 2026 CC	1,775.76	None
248-729-880-015	ICE CARVING DEMONSTRATIONS	CLEAR CUT ICE	ICE CARVING	2,175.00	None
Total Department 729 PROMOTION				7,932.56	
Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND				15,076.77	
Fund: 301 DOWNTOWN DEV BOND PROJECT 2023					
Department: 901 CAPITAL OUTLAY					
301-901-950-000	UPS - COPIES	COMERICA BANK	JAN 2026 CC	9.51	None
Total Department 901 CAPITAL OUTLAY				9.51	
Total Fund 301 DOWNTOWN DEV BOND PROJECT 2023				9.51	
Fund: 401 CAPITAL PROJECTS FUND					
Department: 751 PARKS AND RECREATION					
401-751-806-000	JANUARY 25, 2026	NOWAK & FRAUS ENGINEERS	P093 - ATWATER PARK BASKETBALL COURT	2,760.00	None
Total Department 751 PARKS AND RECREATION				2,760.00	
Total Fund 401 CAPITAL PROJECTS FUND				2,760.00	
Fund: 592 WATER AND SEWER FUND					
Department: 000 REVENUE					
592-000-123-000	WATER OPERATIONS 8%	MML WORKERS' COMP FUND	QUARTERLY PAYMENT 4TH QUARTER 25-26	324.72	None
Total Department 000 REVENUE				324.72	
Department: 548 SEWER ACTIVITIES					
592-548-801-000	JANUARY 25, 2026	NOWAK & FRAUS ENGINEERS	N434 - SANITARY SEWER PUMP STATION IM	250.00	None
592-548-975-001	JANUARY 25, 2026	NOWAK & FRAUS ENGINEERS	N434-01 SANITARY SEWER PUMP PHASE 2 A	125.00	None
Total Department 548 SEWER ACTIVITIES				375.00	
Department: 556 WATER ACTIVITIES					

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 592 WATER AND SEWER FUND					
Department: 556 WATER ACTIVITIES					
592-556-801-000	JANUARY 25, 2026	NOWAK & FRAUS ENGINEERS	0823 LEAD SERVICE LINE REPLACEMENT	437.50	None
			Total Department 556 WATER ACTIVITIES	437.50	
			Total Fund 592 WATER AND SEWER FUND	1,137.22	

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

EXP CHECK RUN DATES 02/24/2026 - 02/24/2026

POSTED AND UNPOSTED
OPEN

Section 7, Item H.

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY FUND ---					
101			GENERAL FUND	19,507.17	
202			MAJOR STREET FUND	3,255.61	
203			LOCAL STREET FUND	405.90	
207			POLICE FUND	14,408.10	
225			DEPT OF PUBLIC WORKS FUND	11,037.12	
248			DOWNTOWN DEVELOPMENT AUTHORITY FUND	15,076.77	
301			DOWNTOWN DEV BOND PROJECT 2023	9.51	
401			CAPITAL PROJECTS FUND	2,760.00	
592			WATER AND SEWER FUND	1,137.22	
Total For All Funds:				<u>67,597.40</u>	



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: February 23rd, 2026

TOPIC: Acceptance of Donated Funds from Michigan Masonic Charitable Fund and Corresponding Budget Amendment

BACKGROUND BRIEF:

On February 9, 2026, the Lake Orion & Oxford Masonic Lodge #46 approved a \$1,000 donation to the Lake Orion Police Department for departmental use.

The Police Department has identified the funds to support the continued renovation of a basement room being converted into a dedicated training and briefing space. The room will be used by police officers, code enforcement officers, and reserve officers, and will also serve as a formal briefing location for special events.

To date, the project has primarily been completed through volunteer labor and limited existing budget resources. The donated funds will assist in completing the training room improvements.

FINANCIAL IMPACT:

This action recognizes and appropriates a \$1,000 donation.

The proposed budget amendment will:

- Increase 207-000-694-000 – Miscellaneous Revenue by \$1,000
- Increase 207-301-740-000 – Operating Supplies by \$1,000

This amendment is revenue-neutral, as the additional expenditure is fully offset by donated funds.

RECOMMENDED MOTION:

To accept the \$1,000 donation from the Lake Orion & Oxford Masonic Lodge #46 and approve the corresponding budget amendments increasing account 207-000-694-000 (Miscellaneous Revenue) and account 207-301-740-000 (Operating Supplies) in the amount of \$1,000.

From: [Sean Lovell](#)
To: [Mark Amundson](#)
Subject: Re: \$1000 Donation
Date: Wednesday, February 4, 2026 8:58:33 AM
Attachments: [image001.png](#)

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

Morning Mark,

Next Monday, 2/9/26, works fine for me. I'll plan to stop by the station between 4:30-5:00.

Looking forward to meeting you.

On Tue, Feb 3, 2026 at 3:56 PM Mark Amundson <amundsonm@lakeorionpolice.org> wrote:

Good afternoon, Sean,

Thank you very much for reaching out, and please extend my sincere appreciation to the members of Lake Orion/Oxford Masonic Lodge #46 for their generous \$1,000 donation. We truly value the continued support of our local organizations and the partnership we share with the Lodge.

I would be happy to meet with you at the station to accept the check. As a procedural step, the donation will also be brought before Village Council for formal acceptance, which we routinely do for all contributions.

I would also welcome the opportunity to identify a specific purpose or piece of equipment for the donation so the Lodge can see exactly how the funds are being used to support the Police Department. I'm happy to discuss a few ideas with you when we meet.

I am heading to a conference tonight and will be back in the office next week. I have a council meeting Monday 2/9/26 so will be here late that day. The special meeting starts at 530pm so anytime before that.

If that doesn't work, I work 9am-5pm Monday through Friday.

Thank you again for your generosity and continued support of the Lake Orion Police Department.



Mark Amundson
Chief of Police
Lake Orion Police Department

21 E. Church Street, Lake Orion, MI 48362

☎ 248.693.8321 | 📠 248.693.8941



Monday – Friday | 09:00AM – 05:00PM

✉ amundsonm@lakeorionpolice.org

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From: Lake Orion, MI <noreply@civicplus.com>
Sent: Tuesday, February 3, 2026 1:54 PM
To: Mark Amundson <amundsonm@lakeorionpolice.org>
Subject: \$1000 Donation

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

Name: Sean Lovell
Email: seanlovell007@gmail.com

Message:

Good Afternoon Police Chief Amundson,

My name is Sean Lovell and I am the current Master at Lake Orion/Oxford Masonic Lodge #46 in downtown Lake Orion.

Recently our members voted to donate \$1000 to the police department to be used as you see fit.

I was wondering when it would be a good time to meet you at the station and present the check?

I work in Troy Mon-Fri during the day, but can make arrangement to meet you first thing in the morning or later in the afternoon if there is a time that is more convenient for you.

Best regards,

Sean

248-875-8896



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: February 23, 2026

TOPIC Approval of Administrative Directive #2026-01 – Automated Clearing House (ACH) Arrangements and Electronic Transactions of Public Funds

BACKGROUND BRIEF:

Council is scheduled to consider approving an updated policy for automated clearing house (ACH) arrangements and electronic transactions of public funds. This policy incorporates any changes to State law since the previous policy was adopted by Council more than 20 years ago.

Section 3.12 of the Village Charter states, in part, that *“All administrative officers of the village shall perform such duties as are provided for such officers by state law, this Charter, the village ordinances, and the administrative directives of the Village Manager...”* This Administrative Directive is issued by the Village Manager pursuant to Charter.

SUMMARY OF PREVIOUS COUNCIL ACTION:

03/04/2003 – Council adopted the current ACH arrangements and electronic transactions policy.

FINANCIAL IMPACT:


None

RECOMMENDED MOTION:

To approve Administrative Directive #2026-01 – FINANCIAL MANAGEMENT – AUTOMATED CLEARING HOUSE (ACH) ARRANGEMENTS AND ELECTRONIC TRANSACTIONS OF PUBLIC FUNDS as presented by the Village Manager, and the same hereby replaces a similar policy adopted on March 4, 2003.



ADMINISTRATIVE DIRECTIVE

DIRECTIVE NO: 2026-01	ISSUE DATE:
ISSUED BY: D. McClary	SIGNATURE: 
VILLAGE COUNCIL APPROVAL DATE: 03/04/2003	
REVISION DATES: 00/00/2026	
RESCINDS/REPLACES:	
CATEGORY: FINANCIAL MANAGEMENT	
SUBJECT: Automated Clearing House (ACH) Arrangements and Electronic Transactions of Public Funds	

LEGAL AUTHORITY CITATION

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

- Village Charter – Sec. 3.12 – Duties of administrative officers; performing such duties as are provided for such officers by state law, this Charter, the village ordinances, and the administrative directives of the Village Manager
- Michigan Public Act 738 of 2002 – Electronic Transactions of Public Funds
- Village Council Resolution adopted on _____.

PURPOSE

The purpose of this policy is to comply with Michigan Public Act 738 of 2002 by authorizing and regulating electronic transactions of public funds involving the Village of Lake Orion and providing for powers and duties of certain Village officials.

POLICY

Section 1. Definitions.

“Automatic clearing house” or “ACH” means a national and governmental organization that has authority to process electronic payments, including, but not limited to, the national automated clearing house association and the federal reserve system.

“ACH arrangement” means the agreement between the originator of the ACH transaction and the receiver of an ACH transaction.

“ACH transaction” means an electronic payment, debit, or credit transfer processed through an automated clearing house.

“ACH policy” means the procedures and internal controls as determined under this written policy developed by the Clerk/Treasurer and adopted by the Village Council.

Section 2. Authority to Enter into ACH Arrangements and Electronic Transfers of Public Funds

The Clerk/Treasurer for the Village of Lake Orion may enter into an ACH arrangement as provided by Public Act 738 of 2002 effective December 30, 2002.

The Village of Lake Orion shall not be a party to an ACH arrangement unless the Village Council of the Village of Lake Orion has adopted a resolution to authorize electronic transactions and a written ACH policy.

An ACH arrangement under Public Act 738 of 2002 is not subject to the Revised Municipal Finance Act, Public Act 34 of 2001 (MCL 141.2101 et. Seq.) or to provisions of law or charter concerning the issuance of debt by a local unit.

Section 3. Responsibility for ACH Agreements

The Village of Lake Orion Clerk/Treasurer or Deputy Clerk/Treasurer is responsible for the Village of Lake Orion’s ACH agreements, including payment approval, accounting, reporting, and generally for overseeing compliance with the ACH policy.

The Clerk/Treasurer shall submit to the Village Council documentation detailing the goods or services purchased, the cost of the goods or services, the date of payment, and the department levels serviced by each payment of public funds made by electronic transfer. This report may be contained in the Village’s electronic general ledger software system or in a separate report to the Village Council.

Section 4. Internal Accounting Controls to Monitor Use of ACH Transactions

The following system of internal accounting controls will be used to monitor the use of ACH transactions made by the Village of Lake Orion:

1. The Clerk/Treasurer shall prepare a list of vendors authorized to be paid by ACH transaction and provide that list to the Village Manager and Department Directors.
2. The Clerk/Treasurer shall present to the Village Council a report of the ACH transactions made each period. The report may be combined with the regular invoice list regularly submitted to the Village Council.
3. The Clerk/Treasurer shall sign the ACH warrant, initiate the electronic transaction with the vendor, and make the actual transfer of funds.

4. The Clerk/Treasurer shall retain all ACH transaction documents for audit purposes.
5. The Clerk/Treasurer shall cause all invoices to be retained for audit purposes.



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: February 23, 2026

TOPIC Approval of Administrative Directive #2026-02 – Fixed Asset Capitalization and Reporting Policy

BACKGROUND BRIEF:

Council is scheduled to consider approving an updated policy for fixed asset capitalization and reporting. This policy incorporates any changes to State law since the previous policy was adopted by Council more than 20 years ago.

Section 3.12 of the Village Charter states, in part, that *“All administrative officers of the village shall perform such duties as are provided for such officers by state law, this Charter, the village ordinances, and the administrative directives of the Village Manager...”* This Administrative Directive is issued by the Village Manager pursuant to Charter.

SUMMARY OF PREVIOUS COUNCIL ACTION:

03/08/2004 – Council adopted the current ACH arrangements and electronic transactions policy.

FINANCIAL IMPACT:


None

RECOMMENDED MOTION:

To approve Administrative Directive #2026-02 – FINANCIAL MANAGEMENT – FIXED ASSET CAPITALIZATION AND REPORTING POLICY as presented by the Village Manager, and the same hereby replaces a similar policy adopted on March 8, 2004.



ADMINISTRATIVE DIRECTIVE

DIRECTIVE NO: 2026-02	ISSUE DATE:
ISSUED BY: D. McClary	SIGNATURE: 
VILLAGE COUNCIL APPROVAL DATE: 03/08/2004	
REVISION DATES: 00/00/2026	
RESCINDS/REPLACES:	
CATEGORY: FINANCIAL MANAGEMENT	
SUBJECT: Fixed Asset Capitalization and Reporting Policy	

LEGAL AUTHORITY CITATION

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

- Village Charter – Sec. 3.12 – Duties of administrative officers; performing such duties as are provided for such officers by state law, this Charter, the village ordinances, and the administrative directives of the Village Manager
- Village Council Resolution adopted on _____.

PURPOSE

The purpose of this policy is to establish the capitalization criteria, depreciation methods, data requirements, reporting requirements, and physical inventory requirements for fixed assets.

POLICY

Section 1. Definitions

“Asset” means something that has value and can be used to create economic value. Assets can be tangible, like a physical item, or intangible, like data or software.

“Capitalization” means the provision of capital for a company or organization, or the conversion of income or assets into capital.

“Depreciation” means an accounting practice used to spread the cost of a tangible or physical asset, such as a piece of machinery or a fleet of cars, over its useful life. The amount an asset is depreciated in a given period of time is a representation of how much of that asset's value has been used up.

“Fixed asset” means an asset which is purchased for long-term use and is not likely to be converted quickly into cash, such as land, buildings, and equipment.

Section 2. Capitalization Criteria

An asset will be capitalized if it meets the following criteria:

1. The asset has an extended useful life of more than one (1) year; and
2. The asset has a total value of \$2,500.00 or more.

Major additions or improvements to assets will be capitalized if they prolong the asset life or expand their usefulness (maintenance of an asset in its present condition should not be capitalized).

Assets can be grouped if they are purchased together and the resulting value of the asset group is at least \$2,500.00.

Section 3. Depreciation Methods

All fixed assets will be depreciated using a straight line, half year convention method.

The fixed asset will be valued at total cost (or fair market value if donated).

The following fixed asset classifications will apply:

1. 5-Year Life – computers, telephones, electronic equipment, police vehicles, DPW light weight vehicles
2. 7-Year Life – furniture
3. 10-Year Life – DPW heavy duty vehicles
4. 15-Year Life – land improvements (playground equipment, landscaping, signs, irrigation systems), water meters, building improvements (roof replacement), building mechanical systems
5. 25-Year Life – roads, parking lots, sidewalks, sanitary sewer pump stations
6. 40-Year Life – buildings and building additions
7. 50-Year Life – water, sewer, and sanitary sewer mains, manholes, and valves, fire hydrants

Section 4. Data Requirements for Each Asset

The following data elements will be retained for each fixed asset:

1. Description
 - a. Property tag number
 - b. Description of asset
 - c. ID number (model number, serial number, VIN number, Parcel ID number)
 - d. Location

2. Acquisition Information:
 - a. Acquisition date and method (purchased, donated)
 - b. Vendor name, address, phone number, email address
 - c. Total value (includes shipping and installation, market value for donated assets)
 - d. Acquisition source documents (invoice, check)
3. Depreciation Information:
 - a. Depreciation method (straight-line, half year convention)
 - b. Fixed asset category and expected useful life
 - c. Fund/Account charged
 - d. Annual depreciation amount
4. Additions/Betterments Information:
 - a. Date and description of addition/betterment
 - b. Total cost of addition/betterment
 - c. Source documents (invoice, check)
5. Asset Retirement Information:
 - a. Retirement approved by
 - b. Disposal date and disposal method
 - c. Salvage value and source document (bill of sale, check)
6. Property Tag Information:
 - a. Property tags will include "Property of the Village of Lake Orion" and have a unique number and barcode
 - b. Location of placement of property tag – property tags will be positioned front, upper left on each asset whenever feasible (interior where possible on vehicles)
7. Fixed Asset Report Requirements:
 - a. The Clerk/Treasurer shall be responsible for maintaining all documents and reports relating to the fixed assets of the Village.
 - b. The Clerk/Treasurer shall, in addition to other documents and reports, maintain the following:
 - i. Property tag record for each individual fixed asset with data requirements listed in Subsection 6 above
 - ii. Fixed asset inventory list to support total value of fixed assets and accumulated depreciation on the General Ledger
 - iii. Annual depreciation expense calculations
 - iv. Annual reconciliation of capital improvement expenditures to the fixed assets list
8. Physical Inventory Requirements for Fixed Assets:
 - a. A biennial physical inventory of all fixed assets should be completed every even-numbered year in June.

- b. The Village Manager shall cause the physical inventory of fixed assets to be completed.
- c. The Clerk/Treasurer shall reconcile the physical inventory with the fixed asset inventory list and General Ledger accounts.



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: February 23, 2026

TOPIC Approval of Administrative Directive #2026-03 – Investment Policy

BACKGROUND BRIEF:

Council is scheduled to consider approving an updated policy governing the investment of surplus public funds. This policy incorporates any changes to State law since the previous policy was adopted by Council more than 25 years ago.

Section 3.12 of the Village Charter states, in part, that *“All administrative officers of the village shall perform such duties as are provided for such officers by state law, this Charter, the village ordinances, and the administrative directives of the Village Manager...”* This Administrative Directive is issued by the Village Manager pursuant to Charter.

SUMMARY OF PREVIOUS COUNCIL ACTION:

04/27/1998 – Council adopted the current investment policy.

FINANCIAL IMPACT:


None

RECOMMENDED MOTION:

To approve Administrative Directive #2026-03 – FINANCIAL MANAGEMENT – INVESTMENT POLICY as presented by the Village Manager, and the same hereby replaces a similar policy adopted on April 27, 1998.



ADMINISTRATIVE DIRECTIVE

DIRECTIVE NO: 2026-03	ISSUE DATE:
ISSUED BY: D. McClary	SIGNATURE: 
VILLAGE COUNCIL APPROVAL DATE: 04/27/1998	
REVISION DATES: 00/00/2026	
RESCINDS/REPLACES:	
CATEGORY: FINANCIAL MANAGEMENT	
SUBJECT: Investment Policy	

LEGAL AUTHORITY CITATION

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

- Village Charter – Sec. 3.12 – Duties of administrative officers; performing such duties as are provided for such officers by state law, this Charter, the village ordinances, and the administrative directives of the Village Manager
- Michigan Public Act 20 of 1943, as amended
- Village Council Resolution adopted on _____.

PURPOSE

The purpose of this policy is to comply with Section 5 of Michigan Public Act 20 of 1943, as amended, by adopting an investment policy for the Village of Lake Orion. It is the policy of the Village of Lake Orion to invest public funds in a manner which will ensure the preservation of principal while providing for diversification of investments, the highest investment return with maximum security, adequate daily cash flow requirements, and conformance with all state statutes governing the investment of public funds.

POLICY

Section 1. Scope.

This investment policy applies to all financial assets of the Village held by the Village. These funds are accounted for in the Village of Lake Orion’s Annual Audited Financial Report.

Section 2. Objectives.

The primary objectives, in priority order, of the Village 's investment activities shall be:

1. Safety. Safety of principal is the foremost objective in the investment of Village funds. Investments shall be undertaken in a manner that seeks to ensure the preservation of principal in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
2. Liquidity. The investment portfolio shall remain sufficiently liquid to enable the Village Clerk/Treasurer to meet all operating requirements which might be reasonably anticipated.
3. Return on Investments. The investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles commensurate with the investment risk constraints and the cash flow characteristics of the portfolio.

Section 3. Diversification.

The investments will be diversified by security type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

Section 4. Delegation of Authority.

Management responsibility for the investment policy is hereby delegated to the Village Clerk/Treasurer as required by state statute. The Clerk/Treasurer will obtain a signed "Acknowledgment of Receipt of Investment Policy and Agreement to Comply" from each institution prior to investing Village funds. See Section 9 below for the required form.

Section 5. Authorized Investments.

The Village Clerk/Treasurer is authorized to invest in the following types of securities authorized by Public Act 20 of 1943, as amended:

1. Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
2. Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution.
3. Commercial paper rated at the time of purchase at the highest classification established by not less than two (2) standard rating services and that matures not more than 270 days after the date of purchase.
4. Repurchase agreements consisting of instruments in subdivision 5.1 above.
5. Bankers' acceptances of United States banks.

6. Obligations of the State of Michigan or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one (1) standard rating service.
7. Obligations described in subdivisions 5.1 through 5.6 above if purchased through an interlocal agreement under the Michigan Urban Cooperation Act, Public Act 7 of 1967 (Ex. Sess.), MCL 124.501 to 124.512.
8. Investment pools organized under the Michigan Surplus Funds Investment Pool Act, Public Act 367 of 1982, MCL 129.111 to 129.118.
9. Investment pools organized under the Michigan Local Government Investment Pool Act, Public Act 121 of 1985, MCL 129.141 to 129.150.

Section 6. Safekeeping and Custody.

It shall be the responsibility of the Village Clerk/Treasurer to determine which securities will be held by a third party custodian. Securities held in safekeeping by a third party custodian shall be evidenced by a safekeeping receipt.

Section 7. Prudence.

The standard of prudence to be used by the Village Clerk/Treasurer shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Section 8. Reporting.

The Village Clerk/Treasurer shall provide at least an annual report to the Village Council which provides a clear picture of the status and types of investments of the current investment portfolio. This report shall be prepared in a manner which will allow the Village Council to ascertain whether investment activities during the reporting period have conformed to the investment policy.

Section 9. Acknowledgment of Receipt of Investment Policy and Agreement to Comply Form.

The Clerk/Treasurer will obtain a signed “Acknowledgment of Receipt of Investment Policy and Agreement to Comply” from each institution prior to investing Village funds. The form to be used shall be in substantially the following format:

ACKNOWLEDGMENT OF RECEIPT OF INVESTMENT POLICY AND AGREEMENT TO COMPLY

I have read and fully understand Michigan Public Act 20 of 1943, as amended, and the Investment Policy of the Village of Lake Orion.

Any investment advice or recommendation on investments given by _____ representing _____ to the Village of Lake Orion Clerk/Treasurer shall comply with the requirements of Public Act 20 of 1943, as amended, and the Investment Policy of the Village of Lake Orion. Any existing investment not conforming with the statute or the policy will be disclosed promptly to the Village of Lake Orion Clerk/Treasurer.

Signature: _____

Printed Name: _____

Title: _____

Date: _____



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: February 23, 2026

TOPIC Approval of Administrative Directive #2026-04 – Credit Card Use Policy

BACKGROUND BRIEF:

Council is scheduled to consider approving an updated policy governing the use of credit cards for Village purchases. This policy incorporates any changes to State law since the previous policy was adopted by Council almost 20 years ago.

Section 3.12 of the Village Charter states, in part, that *“All administrative officers of the village shall perform such duties as are provided for such officers by state law, this Charter, the village ordinances, and the administrative directives of the Village Manager...”* This Administrative Directive is issued by the Village Manager pursuant to Charter.

SUMMARY OF PREVIOUS COUNCIL ACTION:

01/22/2007 – Council adopted the current credit card use policy.

FINANCIAL IMPACT:


None

RECOMMENDED MOTION:

To approve Administrative Directive #2026-04 – FINANCIAL MANAGEMENT – CREDIT CARD USE POLICY as presented by the Village Manager, and the same hereby replaces a similar policy adopted on January 22, 2007.



ADMINISTRATIVE DIRECTIVE

DIRECTIVE NO: 2026-04	ISSUE DATE:
ISSUED BY: D. McClary	SIGNATURE: 
VILLAGE COUNCIL APPROVAL DATE: 03/11/1996	
REVISION DATES: 09/11/1999; 05/23/2005; 01/22/2007; 00/00/2026	
RESCINDS/REPLACES:	
CATEGORY: FINANCIAL MANAGEMENT	
SUBJECT: Credit Card Use Policy	

LEGAL AUTHORITY CITATION

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

- Village Charter – Sec. 3.12 – Duties of administrative officers; performing such duties as are provided for such officers by state law, this Charter, the village ordinances, and the administrative directives of the Village Manager
- Michigan Credit Card Transactions Act, Public Act 266 of 1995, as amended
- Village Council Resolution adopted on _____.

PURPOSE

The purpose of this policy is to comply with the provisions of Michigan Public Act 266 of 1995, as amended, to authorize and regulate credit card transactions involving the Village of Lake Orion, including the use of credit cards by officers and employees of the Village; and to provide for powers and duties of certain Village departments, officers, and employees.

POLICY

Section 1. Authorization.

The Village of Lake Orion hereby authorizes the use of credit cards for the purpose of purchases for equipment, supplies, materials, services, travel and other appropriate transactions in compliance with the purchasing policies of the Village and only for the official business of the Village by the following officers and employees:

- Village Manager
- Clerk/Treasurer
- Chief of Police

- Director of Public Works
- DDA Executive Director
- Employees authorized by a department director with the approval of the Village Manager

Section 2. Responsibility for Management of Credit Cards.

The Clerk/Treasurer is responsible for the issuance, accounting, monitoring, retrieval, and disposal/destruction of credit cards and credit card transactions and for the Village’s compliance with state statutes relating to the use of credit cards.

Section 3. Regulations for Use of Credit Cards.

The following regulations shall apply to the use of Village credit cards:

1. Credit cards may be used only by the Village officers and employees named above for the purpose of purchases for equipment, supplies, materials, services, travel and other appropriate transactions in compliance with the purchasing policies of the Village and only for the official business of the Village.
2. Village personnel named above using credit cards must submit within a reasonable time receipts and other documentation detailing the goods and services purchased, the cost, date of purchase, the General Ledger expenditure account(s) to which the purchase is to be posted, and a description of the official business of the Village for which the card was used.
3. Village personnel who are issued credit cards are responsible for the protection and custody of their cards and shall immediately notify the Clerk/Treasurer or the Village Manager if their card is lost or stolen or if there is unauthorized use of the card.
4. Village personnel possessing a credit card must immediately surrender their card upon termination of employment.
5. The Clerk/Treasurer is responsible for monitoring the use and internal controls for credit cards issued to Village personnel.
6. Village personnel possessing a credit card shall review and approve all transactions for their credit card on credit card invoices before payment is made by the Village.
7. The balance on each credit card, including interest due on an extension of credit under the credit card arrangement, shall be paid for not more than thirty (30) days of the initial statement date. The Clerk/Treasurer shall endeavor to avoid interest, penalties, or late fees on credit card balances whenever possible.
8. Credit cards shall be used solely for the purchase of equipment, supplies, goods, services, travel, or other bona fide business of the Village and shall not be used to obtain cash advances.

9. The total combined authorized credit line for each individual issued a Village credit card shall not exceed \$10,000.00 for Village officers and department heads and \$2,000.00 for any employee authorized by the Village Manager.
10. The requirements set forth in the Village's purchasing policies for competitive price quotes or competitive bidding shall apply to credit card transactions as to any other form of payment.
11. Unauthorized use of Village credit cards shall subject the Village employee possessing or using such card in an unauthorized manner to disciplinary action up to, and including, termination of employment. Employees violating this policy may also be subject to criminal prosecution.



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: February 23, 2026

TOPIC Approval of Administrative Directive #2026-05 – Financial Transaction Device Payments Policy

BACKGROUND BRIEF:

Council is scheduled to consider approving a policy governing the use of financial transaction devices for acceptance of payments of fees, charges, and other receivables by the Village. This policy is intended to ensure that the Village complies with State law relating to the use of financial transaction devices.

Section 3.12 of the Village Charter states, in part, that *“All administrative officers of the village shall perform such duties as are provided for such officers by state law, this Charter, the village ordinances, and the administrative directives of the Village Manager...”* This Administrative Directive is issued by the Village Manager pursuant to Charter.

SUMMARY OF PREVIOUS COUNCIL ACTION:

None

FINANCIAL IMPACT:


None

RECOMMENDED MOTION:

To approve Administrative Directive #2026-05 – FINANCIAL MANAGEMENT – FINANCIAL TRANSACTION DEVICE PAYMENTS POLICY as presented by the Village Manager.



ADMINISTRATIVE DIRECTIVE

DIRECTIVE NO: 2026-05	ISSUE DATE:
ISSUED BY: D. McClary	SIGNATURE: 
VILLAGE COUNCIL APPROVAL DATE: 00/00/2026	
REVISION DATES:	
RESCINDS/REPLACES:	
CATEGORY: FINANCIAL MANAGEMENT	
SUBJECT: Financial Transaction Device Payments Policy	

LEGAL AUTHORITY CITATION

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

- Village Charter – Sec. 3.12 – Duties of administrative officers; performing such duties as are provided for such officers by state law, this Charter, the village ordinances, and the administrative directives of the Village Manager
- Michigan Financial Transaction Device Payments Act, Public Act 280 of 1995, as amended
- Village Council Resolution adopted on _____.

PURPOSE

The purpose of this policy is to facilitate the Village of Lake Orion’s acceptance of the payment of certain fees by credit card or other financial transaction device to ensure that the Village complies with all applicable laws, including the Michigan Financial Transaction Device Payments Act, Public Act 280 of 1995, as amended. For the convenience of the public, the policy of the Village of Lake Orion is to permit the payment of Village taxes, assessments, fees, charges, fines, and other costs through the use of financial transaction devices in accordance with this policy.

POLICY

Section 1. Authorization to Accept Payment by Financial Transaction Device.

The Village of Lake Orion hereby authorizes the Village administration to accept payment by the public through the use of a credit card or debit card (financial transaction device) of fees, charges, fines, and other costs levied by the Village. Credit or debit card payments shall only be accepted online or through credit card scanning devices. The Village is not authorized to accept credit or debit card payments over the telephone or by email.

Section 2. Responsibility for Determination of Types of Financial Transaction Devices.

The Village Clerk/Treasurer is responsible for determining the types of financial transaction devices that may be accepted and the locations and methods of acceptance, with the approval of the Village Manager. The Clerk/Treasurer and Village Manager shall only authorize those nationally recognized financial transaction devices that allow for a convenience fee to be passed on to the customer. The determination of the financial transaction devices that may be accepted shall comply with any resolution for the deposit of public money under Section 2 of Michigan Public Act 140 of 1932 (First Extra Session), MCL 129.12, applicable to the Village of Lake Orion.

In deciding whether to accept financial transaction device payments, the Clerk/Treasurer and Village Manager shall review whether potential applications are justified in light of the impact on customer service, cash management gains, and administrative costs.

The Village Manager may direct any Village department or agency to accept financial transaction devices when the Manager determines that such requirement results in a benefit to the Village and the public.

Section 3. Third Party Processors.

The Village of Lake Orion shall provide financial transaction device payment processing services utilizing a third party processing vendor. The Clerk/Treasurer, with the approval of the Village Manager, shall determine the vendor(s) who will provide third party financial transaction device payment processing services to the Village. The Village Manager is authorized to enter into an agreement with any third party processor, wherein the third party processor will pass all transaction costs and other application costs associated with the acceptance of financial transaction devices payments on to the customer via a convenience fee. Payment guarantees removing the Village of Lake Orion from potential liabilities due to lost or stolen cards or “charge-backs”, should be included in the agreement whenever possible. The Village Attorney shall be responsible for reviewing and approving such agreements prior to execution by the Village Manager.

Section 4. Costs for Services.

The costs for the purchase of financial transaction device scanners, software, phone lines, or other costs necessary to provide credit card payment services to the public may be included in a departmental budget request. Whenever possible, the Clerk/Treasurer should attempt to have equipment, software, phone line, and other expenses covered by the third party processor.



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: February 23, 2026

TOPIC Approval of Administrative Directive #2026-06 – Fund Balance Reserve Policy

BACKGROUND BRIEF:

Council is scheduled to consider approving a fund balance reserve policy for the Village. This policy is intended to ensure that the Village maintains adequate cash in the General Fund to maintain proper cash flow for a minimum of two months of general Village operations.

Section 3.12 of the Village Charter states, in part, that *“All administrative officers of the village shall perform such duties as are provided for such officers by state law, this Charter, the village ordinances, and the administrative directives of the Village Manager...”* This Administrative Directive is issued by the Village Manager pursuant to Charter.

SUMMARY OF PREVIOUS COUNCIL ACTION:

None

FINANCIAL IMPACT:


None

RECOMMENDED MOTION:

To approve Administrative Directive #2026-06 – FINANCIAL MANAGEMENT – FUND BALANCE RESERVE POLICY as presented by the Village Manager.



ADMINISTRATIVE DIRECTIVE

DIRECTIVE NO: 2026-06	ISSUE DATE:
ISSUED BY: D. McClary	SIGNATURE: 
VILLAGE COUNCIL APPROVAL DATE: 00/00/2026	
REVISION DATES:	
RESCINDS/REPLACES:	
CATEGORY: FINANCIAL MANAGEMENT	
SUBJECT: Fund Balance Reserve Policy	

LEGAL AUTHORITY CITATION

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

- Village Charter – Sec. 3.12 – Duties of administrative officers; performing such duties as are provided for such officers by state law, this Charter, the village ordinances, and the administrative directives of the Village Manager
- Governmental Accounting Standards Board (GASB) Statement No. 54
- Village Council Resolution adopted on _____.

PURPOSE

The Village of Lake Orion recognizes that the maintenance of a fund balance is essential to the preservation of the financial integrity of the Village and is fiscally advantageous for both the Village and the public. This policy will ensure that the Village maintains adequate fund balances and reserves in order to:

- Provide sufficient cash flow for daily financial needs,
- Secure and maintain investment grade bond ratings (if necessary),
- Offset significant economic downturns or revenue shortfalls, and
- Provide funds for unforeseen expenditures related to emergencies.

POLICY

Section 1. Definitions.

Fund balance is a measurement of available financial resources and is the difference between total assets and total liabilities in each fund. The following definitions will be used in reporting activity in governmental funds. The Village may or may not report all fund types in any given reporting period based on actual circumstances and activity.

The General Fund is used to account for all financial resources not accounted for and reported in another fund.

Debt service funds are used to account for all financial resources restricted, committed or assigned to expenditure for principal and interest.

Capital projects funds are used to account for all financial resources restricted, committed or assigned to expenditure for the acquisition or construction of capital assets.

GASB Statement No. 54 distinguishes fund balance classified based on the relative strength of the constraints that control the purposes for which specified amounts can be spent. Beginning with the most restrictive constraints, fund balance amounts will be reported in the following categories:

- 1) **Nonspendable fund balance** – amounts that are not in a spendable form (e.g., inventory) or are legally or contractually required to be maintained intact (e.g., permanent fund principal).
- 2) **Restricted fund balance** – amounts that can be spent only for the specific purposes stipulated by external parties either constitutionally or through enabling legislation (e.g., grants or donations).
- 3) **Committed fund balance** – amounts that can be used only for the specific purposes determined by a formal action of the Village Council. Commitments may be changed or lifted only by referring to the formal action that imposed the constraint originally (e.g., the board’s commitment in connection with future construction projects).
- 4) **Assigned fund balance** – amounts intended to be used by the government for specific purposes. Intent can be expressed by the Village Council or by a designee to whom the governing body delegates the authority. In governmental funds other than the general fund, assigned fund balance Fund Balance Policy – Village of Brightwaters Adopted July 6, 2015 represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund.
- 5) **Unassigned fund balance** – includes all amounts not contained in other classifications and is the residual classification of the general fund only. Unassigned amounts are available for any legal purpose.

Section 2. Designation of Funds to Specific Classifications.

The responsibility for designating funds to specific classifications shall be as follows:

Committed Fund Balance – The Village Council is the Village’s highest level of decision-making authority, and the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a resolution approved by the Council.

Assigned Fund Balance – The Village Council hereby designates the Village Manager and the Clerk/Treasurer as officials authorized to assign fund balance to a specific purpose as approved by this fund balance policy.

Section 3. Minimum Unassigned Fund Balance.

It is the goal of the Village to achieve and maintain an unassigned fund balance in the General Fund at fiscal year-end of not less than 20% nor more than 35% of budgeted expenditures. If the unassigned fund balance at fiscal year-end falls below the goal, the Village shall develop a restoration plan to achieve and maintain the minimum fund balance. Should unassigned fund balance of the General Fund ever exceed the maximum 35% range, the Village will consider such fund balance surpluses for one-time expenditures that are non-recurring in nature.

Section 4. Order of Expenditure of Funds.

When multiple categories of fund balance are available for expenditure (e.g., a project is being funded partly by a grant, funds set aside by the Council, and unassigned fund balance), the Village will start with the most restricted category and spend those funds first whenever permissible and feasible before moving down to the next category with available funds.



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: February 23, 2026

TOPIC Schedule Public Hearing – 2026 Sidewalk Improvement Program District #2

BACKGROUND BRIEF:

Administration is requesting that Council schedule a needs public hearing for Council’s regular meeting on Monday, March 23, 2026, at 6:30 PM, to receive public comments from affected property owner on the need for the 2026 Sidewalk Improvement Program (SWIP) District #2.

The 2026 Sidewalk Improvement Program involves the repair or replacement of deficient sidewalk slabs within SWIP District #2. Attached is a map showing the Village’s SWIP districts and the list of addresses and proposed sidewalk repairs and replacements. The purpose of the needs public hearing is to allow property owners to comment as to whether they feel their sidewalks need repair or replacement. The Village Charter requires abutting property owners to repair or replace sidewalks. A subsequent special assessment public hearing will be held which will give property owners another opportunity to comment on the cost of the project and the specific special assessments that will be levied against their properties.

At the conclusion of the needs public hearing, the Council will determine whether there is a need for the project, the extent of the scope of the project, and whether to proceed with additional planning and the special assessment process.

SUMMARY OF PREVIOUS COUNCIL ACTION:

None

FINANCIAL IMPACT:

The only cost to schedule and hold the public hearing is the cost of newspaper publication of the public hearing notice and the mailing of notices to affected property owners.

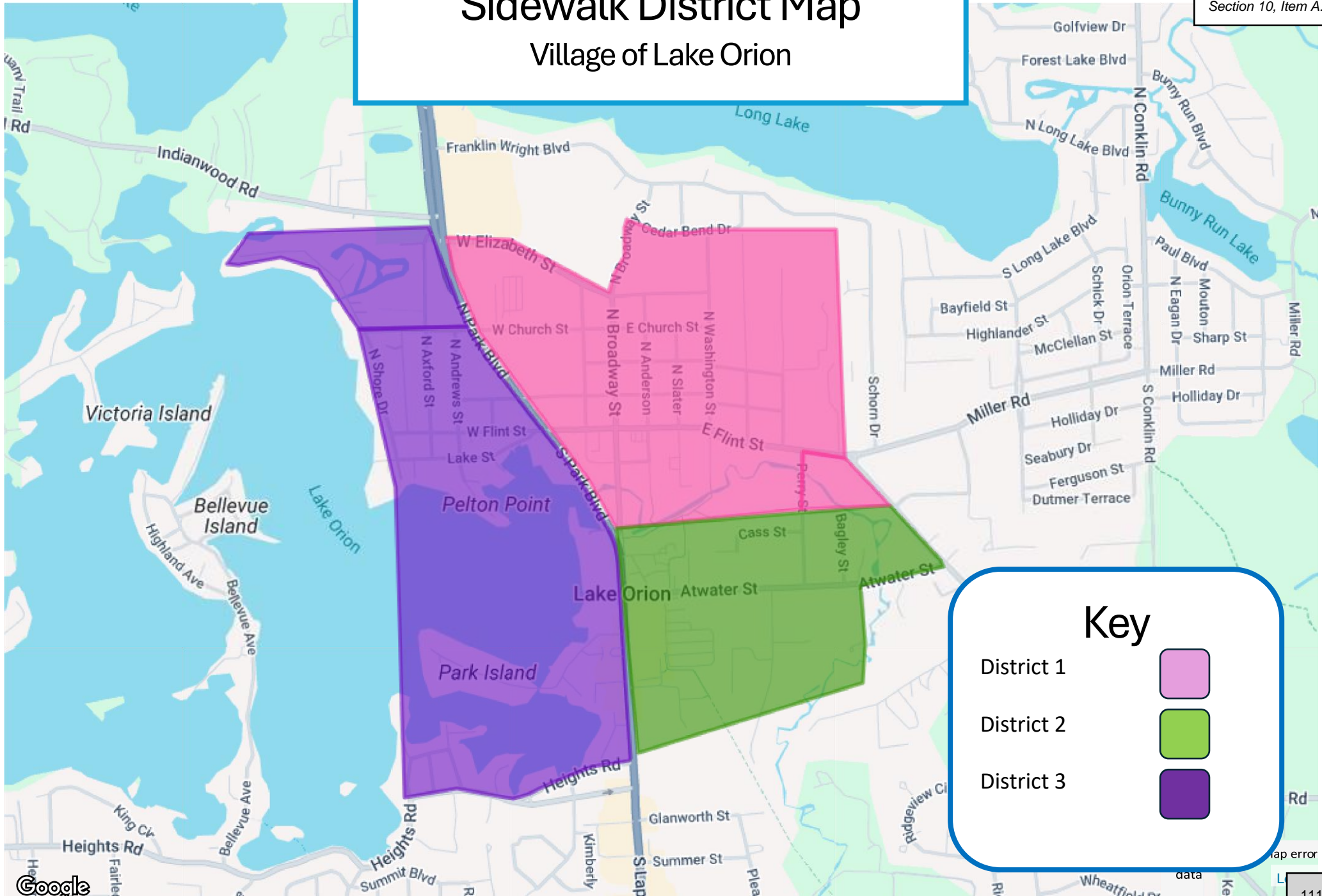
RECOMMENDED MOTION:

To schedule a public hearing for Monday, March 23, 2026, at 6:30 PM, on the necessity for the Village of Lake Orion 2026 Sidewalk Improvement Program District #2, proposed to be defrayed in whole or in part by special assessments, pursuant to Sections 11.5 and 12.2(a) of the Village Charter, and to direct the Village Clerk to publish and mail the required public notices.




Sidewalk District Map

Village of Lake Orion

Section 10, Item A.



Key

- District 1 
- District 2 
- District 3 

Cost estimates are based on 4" thick concrete @ \$14.42 and 6" @ \$15.42

Address	Parcel ID	flags	sq ft	cost/ft	total cost est.	
155 Atwater St	9-11-228-005		1	20	\$14.42	\$288.40
212 Atwater St	9-11-229-011		4	80	\$14.42	\$1,153.60
227 Atwater St	9-11-228-024		2	64	\$14.42	\$922.88
237 Atwater St	9-11-228-025		1	32	\$14.42	\$461.44
316 Newton Dr	9-12-151-044		1	16	\$14.42	\$230.72
319 Newton Dr	9-12-153-039		2	32	\$14.42	\$461.44
325 Atwater St	9-12-102-004		1	20	\$15.42	\$308.40
325 Atwater St	9-12-102-004		3	60	\$14.42	\$865.20
339 Newton Dr	9-12-153-018		2	32	\$14.42	\$461.44
344 Newton Dr	9-12-151-015		7	112	\$14.42	\$1,615.04
345 Newton Dr	9-12-153-019		2	32	\$14.42	\$461.44
356 Newton Dr	9-12-151-064		2	32	\$14.42	\$461.44
387 Atwater St	9-12-102-009		2	40	\$14.42	\$576.80
388 Atwater St	9-12-151-043		4	64	\$14.42	\$922.88
388 Atwater St	9-12-151-043		9	144	\$14.42	\$2,076.48
406 Atwater St	9-12-153-037		1	16	\$14.42	\$230.72
417 Converse Ct	9-11-278-059		3	60	\$14.42	\$865.20
418 Atwater St	9-12-153-038		1	16	\$14.42	\$230.72
436 Atwater St	9-12-153-004		1	16	\$14.42	\$230.72
448 Atwater St	9-12-153-034		3	60	\$14.42	\$865.20
504 Atwater St	9-12-153-007		1	20	\$14.42	\$288.40
509 Atwater St	9-12-103-016		1	16	\$14.42	\$230.72
520 Atwater St	9-12-153-008		1	20	\$14.42	\$288.40
529 Atwater St	9-12-103-017		1	16	\$14.42	\$230.72
536 Atwater St	9-12-153-035		3	48	\$14.42	\$692.16
536 Atwater St	9-12-153-035		3	60	\$14.42	\$865.20
537 Atwater St	9-12-103-018		2	40	\$14.42	\$576.80
543 Atwater St	9-12-103-027		2	32	\$14.42	\$461.44
584 Atwater St	9-12-153-015		2	80	\$14.42	\$1,153.60
607 Atwater St	9-12-126-001		3	60	\$14.42	\$865.20
750 Orion Rd	9-12-126-006		8	160	\$14.42	\$2,307.20
Atwater Park	9-12-102-012		5	80	\$14.42	\$1,153.60



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: February 23, 2026

TOPIC Schedule Public Hearing – 2026 Street Improvement Program

BACKGROUND BRIEF:

Administration is requesting that Council schedule a needs public hearing for Council’s regular meeting on Monday, March 23, 2026, at 6:30 PM, to receive public comments from affected property owner on the need for the 2026 Street Improvement Program.

The 2026 Street Improvement Program involves the repair or replacement of pavement on most streets on the west side of M-24 north and east of the lake. Attached is a map showing the streets proposed to be included in the project. The purpose of the needs public hearing is to allow property owners to comment as to whether they feel their streets need repair or replacement. A subsequent special assessment public hearing will be held which will give property owners another opportunity to comment on the cost of the project and any specific special assessments that will be levied against their properties.

At the conclusion of the needs public hearing, the Council will determine whether there is a need for the project, the extent of the scope of the project, and whether to proceed with the project.

SUMMARY OF PREVIOUS COUNCIL ACTION:

None

FINANCIAL IMPACT:

The only cost to schedule and hold the public hearing is the cost of newspaper publication of the public hearing notice and the mailing of notices to affected property owners.

RECOMMENDED MOTION:

To schedule a public hearing for Monday, March 23, 2026, at 6:30 PM, on the necessity for the Village of Lake Orion 2026 Street Improvement Project, proposed to be defrayed in whole or in part by special assessments, pursuant to Section 12.2(a) of the Village Charter, and to direct the Village Clerk to publish and mail the required public notices.

December 4, 2025

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

RE: Request to Add Streets to Treatment Area "A"
2026 Pavement Improvement Project
NFE Job No. N732-01

Dear Mr. McClary:

As you recently requested, we have estimated potential costs for increasing the overall scope of pavement improvements in the area bounded by M-24 at Flint Street, the northern Village limits, and the lake. A map of that area is attached, with the streets approved as the TEDF Grant scope of work shown in red and the potential additional streets shown in blue. The additional street lengths include:

- Remaining North Shore from Church Street to the end of the western cul-de-sac
- All of Hill Street
- All of Church Street west of M-24
- Remaining Axford Street north of Flint Street
- Remaining Andrews Street, north of Flint Street and south of Lake Street, public portion only
- All of Shadbolt Street west of M-24
- All of Beebe Street

You will recall that the eastern end of Lake Street is due to be reconfigured and improved as part of the future Starboard development and is therefore not included in work to be considered by the Village. Darling Drive east of S. Andrews and the farthest southern portion of S. Andrews are private roads and not included in these estimates.

The estimated cost of the streets shown in red, the TEDF Grant scope of work, is \$547,000. Comparing the PASER condition of those streets to the current ratings of the additional segments, we believe similar or somewhat increased methods of treatment are warranted. Potential low additional costs were based on milling and overlaying with minor drainage improvements. Potential high additional costs include crushing and shaping in areas with recent PASER ratings less than 3. The separate drainage improvements planned for North Shore at the low point have not been included in these estimates.

The preliminary estimate of additional costs for the streets shown in blue ranges between \$637,500 and \$857,000. Thus, if the entire mapped area were to be designed and let for bid, we estimate the total construction cost may range between **\$1,184,500** and **\$1,404,000**. These additional street estimates are based on current PASER ratings and estimated pavement dimensions utilizing satellite imagery, generally limiting pavement rehabilitation to the "traveled way" width within the various rights-of-way, which appears to be 20' in most areas. Where parking pads exist, they were considered to be private and not included within the estimated pavement rehabilitation area. The estimates represent

construction costs only and do not include surveying, geotechnical testing (existing pavement cores for rehabilitation method verification), engineering design, or contract administration services. Final actual construction costs will be determined by the selected contractor during the bidding process.

After meeting with the Grant Coordinator assigned to the Village’s TEDF Grant project, we verified that while additional streets can be added to a construction contract, those streets cannot be paid for with any of the TEDF Grant funding. We therefore assigned the total grant amount of \$250,000 to the streets in the TEDF Grant scope of work (red streets on the map). This results in estimated costs of \$297,000 to be split between the Village and residents utilizing a Special Assessment District. When apportioning estimated costs between the Village and residents, we followed the Village policy:

- For Major streets, the Village will cover 50% of the costs
- For Local streets, the Village will cover 25% of the costs
- For Dead End streets, the Village will cover 10% of the costs

Under the original TEDF Grant scope, both Grove Street and Clare Street are dead ends. None of the road segments are designated major streets. We used an estimate of centerline length as the basis for apportioning costs, with 94% of the length being local roads and 6% dead end. This results in an estimated cost apportionment for the original TEDF Grant scope of work as shown below:

Original Scope of Project	\$547,000
Village of Lake Orion Costs	\$71,575
SAD Resident's Costs	\$225,425
TED Grant Costs	\$250,000

The proposed additional streets include a higher proportion of dead end segments, with 66% of the total length being local roads and 34% being dead ends. Again, there are no major street segments within this treatment area. Of the additional streets, those shown in blue on the map, the dead end segments are

- North Shore from Church Street to the western cul-de-sac
- Hill Street
- South Andrews Street from Lake Street to the end of the public right-of-way.

The centerline length percentages result in an estimated cost apportionment as shown below:

	Low Estimate	High Estimate
Construction on Additional Streets	\$637,500	\$857,000
Village of Lake Orion Costs	\$126,875	\$170,550
SAD Resident's Costs	\$510,625	\$686,450
TED Grant Costs	\$0	\$0

In summary, if the Village chooses to proceed with an expanded pavement rehabilitation contract that includes the entire area shown on the attached map, the Village may expect to cover construction costs ranging between \$198,450 and \$242,125 with residents being assessed for construction costs ranging between \$736,050 and \$911,875.

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

Sincerely,

Nowak & Fraus Engineers

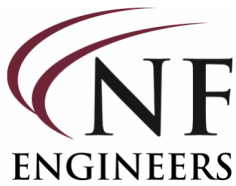


Wendy E. Spence, PE
Sr. Project Manager

Enclosure: Map of Original and Additional Streets

Cc: Wes Sanchez, DPW Director
Sonja Stout, Clerk/Treasurer

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December 8, 2025

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

RE: Estimated costs per Front Foot, various possible SAD extents
2026 Pavement Improvement Project
NFE Job No. N732-01

Dear Mr. McClary:

As requested, we have estimated potential costs on a per front foot basis for various possible Special Assessment District extents for the Village’s planned 2026 pavement improvement project. The districts analyzed are:

1. The original TEDF Grant scope of work area, as shown in red on the map provided Friday.
2. All additional streets requested in the area bounded by M-24 at Flint Street, the northern Village limits, and the lake as shown in blue on the map provided Friday.
3. A subset of those additional streets, comprising only the remaining North Shore from Church Street to the end of the western cul-de-sac and all of Hill Street.

The separate drainage improvements planned for North Shore at the low point have not been included in these estimates.

The frontage lengths used in these estimates are based on information available in the form of plats and tax parcel maps. The street frontage lengths were generally totaled to the nearest five (5’), excluding parcels used as public right-of-way. For each possible district, we have assumed both a maximum total frontage, where corner lots are assessed for both street frontages, and a minimum total frontage, where corner lots are assessed for only the longer frontage within the district. All parcels with frontage on the streets under consideration were counted, including the Village’s cemetery parcels and the commercial parcels bounded by the proposed streets (typically along the M-24 corridor). The final assessment methodology is beyond the scope of this analysis; these figures are intended to represent potential low and high per front foot construction costs for property owners under the assumptions described. The costs, again, do not include estimates for administration, survey, design, bidding or contract management.

1. Under the original TEDF Grant scope, the estimated SAD property owner’s costs after application of the TEDF Grant total \$225,425 as shown in Friday’s letter. The estimated construction costs in this district range between a **low of \$30 per front foot and a high of \$32 per front foot.**
2. The additional streets west of M-24, treated as a separate district without benefit of any TEDF Grant funds, was estimated with SAD property owners’ costs ranging between \$510,625 and \$686,450, depending on the required pavement rehabilitation method, which is subject to site

conditions not discoverable without additional investigation and testing. These figures result in a cost that may **range between \$43 per front foot** for the lower-cost treatment assessed along all frontage (corner lots paying both frontages) **and \$65 per front foot** for higher-cost treatment where corner lots pay only the longer of the two street frontages.

3. For just the North Shore and Hill Street portion of the additional streets, which are both dead end segments, the estimated SAD property owners' costs range between \$183,525 and \$234,720, depending on the required rehabilitation method. This subset of the district and costs described in point 2 above was not previously presented, but follows the cost estimating methodology explained in Friday's letter. These figures result in a cost that may **range between \$53 per front foot** for the lower-cost treatment assessed along all frontage (corner lots paying both frontages) **and \$70 per front foot** for higher-cost treatment where corner lots pay only the longer of the two street frontages.

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

Sincerely,

Nowak & Fraus Engineers

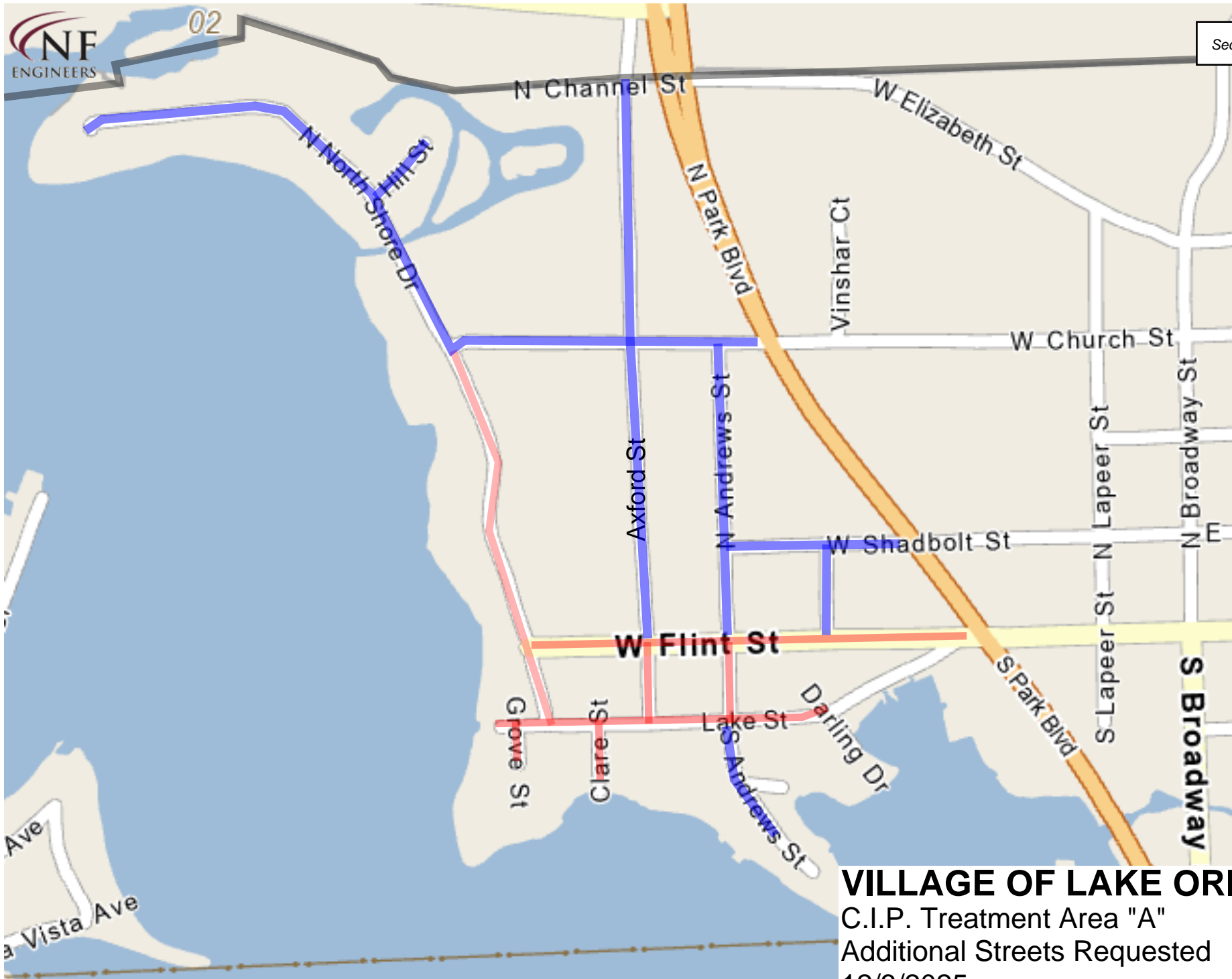


Wendy E. Spence, PE
Sr. Project Manager

Enclosure: none

Cc: Wes Sanchez, DPW Director
Sonja Stout, Clerk/Treasurer

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VILLAGE OF LAKE ORION
 C.I.P. Treatment Area "A"
 Additional Streets Requested
 12/3/2025



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: February 23, 2026

TOPIC 2026 Street Improvement Program Ad Hoc Committee

BACKGROUND BRIEF:

Council Member Lamb is requesting the establishment of an ad hoc committee to facilitate an in-depth knowledge of the protocols and procedures of the project so that they are moving forward through the community.

Administration intends to undertake the following steps in the project process to help insure that timely and accurate information is shared with affected property owners and the public generally:

1. Council will hold a needs public hearing to receive input from affected property owners on the proposed project and determine whether the project is a necessity. The Village Engineer will be in attendance to answer questions about the proposed scope of work and other details.
2. Administration will hold a public informational meeting with affected property owners when design plans are completed to allow property owners to review and comment on the proposed project.
3. Administration will make any necessary changes to the plans and solicit competitive bids for the project.
4. Council will review the bids, direct Administration to cause to have a proposed special assessment roll prepared, and schedule a public hearing on the proposed special assessment rolls for the project based on the bid amounts, grant funding for Division 1 of the project, and other project costs.
5. Council will hold the special assessment public hearing; approve, modify and approve, or reject the special assessment roll; and award the construction contract for the project if proceeding.
6. Administration will give notice to the contractor to proceed with work if the State approves the contract as to Division 1 (grant funded portion).
7. Administration will have a construction management team comprising the Village Manager, Public Works Director, Village Engineer, and contractor representative; the team will meet regularly to review construction progress, discuss upcoming construction work, and provide necessary notifications to residents about disruptions or other important matter. Council will receive copies of team meeting minutes and any notices distributed to residents for Council's information.
8. Administration's intention is to have the project substantially completed by October 31.

If Council still feels that an ad hoc committee is necessary, the Council must create the committee, determine its specific scope of work and required recommendations/reports to be submitted to Council, the members to serve on the committee, and the term (expiration date) of the committee.

SUMMARY OF PREVIOUS COUNCIL ACTION:

None

FINANCIAL IMPACT:

None

RECOMMENDED MOTION:

None