



AGENDA

SPECIAL MEETING OF THE VILLAGE COUNCIL - INCLEMENT WEATHER CLOSING POLICY

Monday, October 13, 2025

5:30 PM

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

(248) 693-8391 ext. 102

1. Call to Order
2. Roll Call and Determination of Quorum

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.

PURPOSE OF THE SPECIAL MEETING: Discuss the Village Hall inclement weather closing policy.

3. Presentations
4. Call to the Public
5. Other Items
 - A. Review Village Hall Inclement Weather Closing Policy
6. Call to the Public
7. 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: October 13, 2025

TOPIC Review Village Hall Inclement Weather Closing Policy

BACKGROUND BRIEF:

Council is scheduled to review the Village Hall inclement weather closing policy. Council identified this item as a priority in its 2025-26 Council goals and objectives.

In March 2023, Council adopted the current inclement weather closing policy upon the recommendation of the Village Manager to provide a clear, concise, and uniform closing procedure. The intent of the policy was to establish objective criteria in determining when to close Village offices to protect the safety and well-being of Village staff and public. The background brief and resolution from the March 2023 meeting are attached.

Also attached are the meeting minutes from the July 28, 2025, Council work session for the information of Council.

SUMMARY OF PREVIOUS COUNCIL ACTION:

03/13/2023 – Council adopted a resolution establishing the current Village Hall inclement weather closing policy.

07/14/2025 – Council scheduled a work session meeting of the Village Council for Monday, July 28, 2025, at 6:30 PM, for the purpose of discussing the Village administrative office hours and the Village Hall inclement weather closing policy.

07/28/2025 – Council reviewed and discussed the current inclement weather closing policy. No action taken. Council agreed to revisit the policy at a future date.

09/22/2025 – Council was scheduled to discuss the inclement weather policy at a special meeting but moved the item to October 13 due to meeting time constraints.

FINANCIAL IMPACT:

None

RECOMMENDED MOTION:

None



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: March 13, 2023

TOPIC: Policy on Closing of Administrative Offices

BACKGROUND BRIEF:

Administration is requesting that village council adopt a resolution establishing policies and procedures for the closure of village administrative offices during inclement weather or other conditions. The village experiences a perennial dilemma in determining when and how to close village offices due to weather conditions and other adverse events, and it is necessary to have clear, concise, and consistent policies and procedures to handle these situations.

SUMMARY OF PREVIOUS COUNCIL ACTION:

None

FINANCIAL IMPACT:

None

RECOMMENDED MOTION:

To adopt the following resolution establishing policies and procedures for the closure of village administrative offices as recommended by the Village Manager:

VILLAGE OF LAKE ORION

COUNTY OF OAKLAND

STATE OF MICHIGAN

RESOLUTION NO. 2023-_____

A RESOLUTION ESTABLISHING POLICIES AND PROCEDURES FOR THE CLOSURE OF VILLAGE ADMINISTRATIVE OFFICES.

WHEREAS, Section 3.12 of the village charter governs the duties of administrative officers of the village and the performing of such duties as are provided for such officers by state law, the village charter, the village ordinances, and the administrative directives of the Village Manager; and

WHEREAS, the Village Council and Village Manager have determined that it is necessary to establish clear, concise, and consistent policies and procedures for the closure of the village's administrative offices due to inclement weather or other conditions;

NOW, THEREFORE, BE IT RESOLVED that the Village Council of the Village of Lake Orion does hereby adopt the following policies and procedures for the closure of village administrative offices:

PURPOSE

This policy provides clear, concise, and uniform policies and procedures for the closure of village administrative offices due to inclement weather or facility conditions.

POLICY

Section 1. Closure of administrative offices due to inclement weather. The administrative offices of the village shall be closed due to inclement weather whenever the Lake Orion Community Schools declares a closing of its schools or when the Village Manager determines that conditions warrant the closing of offices due to protection of employee and public safety, lack of adequate staffing, facility power outage or other adverse facility conditions preventing administrative operations, or other serious conditions as determined by the Village Manager.

Section 2. Closure of administrative offices due to adverse facility conditions. The administrative offices of the village shall be closed due to circumstances other than weather conditions whenever the Village manager determines that conditions warrant the closing of offices due to protection of employee and public safety, lack adequate staffing, facility power outage or other adverse facility conditions preventing administrative operations, or other serious conditions as determined by the Village Manager.

Section 3. Employee compensation. When village offices are closed due to reasons outlined in Section 1 of this policy, employees normally scheduled to work on the day of closing will receive their normal compensation for the scheduled work. If village offices are open, and an employee is not able to report to work for his or her normal schedule, the employee will be required to use available vacation, personal, compensatory, or sick leave time for his or her absence from work. If the employee has no available leave time, the employee will not be compensated for the missed work time.

Section 4. Employee, public, and village council notices of office closure. The Village Clerk will be responsible for coordinating and ensuring appropriate and timely notice to employees, the public, and village council of all closings of the administrative offices of the village. At a minimum, and to the extent that conditions permit, a notice will be prominently displayed on the village's web site home page, at all public entrances to the administrative offices, Village of Lake Orion and Lake Orion Police Department Facebook pages, and on the governmental channels of local cable television and Orion Neighborhood Television (ONTV). The Village Clerk will also send a notice via email communication to all village council members and department directors. In addition, a mobile phone text message will be sent to all department directors and affected administrative staff who have mobile phone numbers on file with the Village Clerk.

Section 5. Essential services personnel. The Village of Lake Orion Police Department and Public Works Department, other than clerical employees, are considered essential services personnel. As such, these employees are required to report to work regardless of weather or other conditions unless otherwise determined by the Village Manager.

BE IT FURTHER RESOLVED that the village council does hereby authorize the Village Manager to issue the necessary administrative directive to effectuate this policy.



MINUTES

SPECIAL MEETING OF THE VILLAGE COUNCIL

Monday, July 28, 2025

5:30 PM

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

(248) 693-8391 ext. 102

1. Call to Order

The July 28, 2025, Village Council Special Meeting was called to order by President Pro Tem Ford at 5:30 PM.

2. Roll Call and Determination of Quorum

PRESENT

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

ABSENT

President Teresa Rutt

STAFF PRESENT

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

MOTION made by Council member Comparoni Jr, Seconded by Council member Cyrowski, to excuse President Rutt from the July 28, 2025, Village Council Special Meeting due to a prior commitment.

VOTING YEA: Ford, Cyrowski, Moshier, Lamb, Dandalides, Comparoni Jr

VOTING NAY: None

ABSENT: Rutt

MOTION: Carried

PURPOSE OF THE SPECIAL MEETING: Discuss Village administrative office hours and the Village Hall inclement weather closing policy.

3. Call to the Public

None.

4. Approval of Agenda

MOTION made by Council member Dandalides, Seconded by Council member Moshier, to approve the July 28, 2025, Village Council Special Meeting Agenda.

VOTING YEA: Ford, Cyrowski, Moshier, Lamb, Dandalides, Comparoni Jr

VOTING NAY: None

ABSENT: Rutt

MOTION: Carried

5. Other Items

A. Review Village Hall Administrative Office Hours

Village Manager McClary reviewed the Village Hall’s four-day work week, implemented in 2022 to improve efficiency and accommodate staff schedules. The Village Council discussed whether Friday office closures create a service gap.

Council member Lamb, Council member Dandalides, and Council member Moshier expressed concern about the lack of administrative presence on Fridays, especially as the Village grows. He and Council member Dandalides supported exploring flexible scheduling to provide Friday coverage without overburdening existing staff. Council member Lamb and Council Member Moshier raised concerns about overreliance on the DPW and the need for staff input. Village Manager McClary emphasized that no formal public complaints have been received and noted most local communities also operate on a four-day schedule.

Village Manager McClary outlined options, including staggered schedules or restoring a part-time position, but flagged operational and budget constraints. While he personally opposes switching to a five-day week, he committed to presenting objective options.

Council members debated how to proceed. Council member Lamb and President Pro Tem Ford supported a future work session and factoring in upcoming staff retirements and potential new hires. Council member Comparoni Jr. preferred the current schedule, citing lack of public concern and the risk of staff attrition.

The Village Council agreed no formal motion was needed. Village Manager McClary will develop scheduling proposals and the next Village Council Regular Meeting (August 11) will include a plan to set a work session date for further discussion.

B. Review Village Hall Inclement Weather Closing Policy

Village Manager McClary explained that the Village adopted its first formal office closure policy in 2023, linking closures to local school district decisions to ensure consistency, fairness, and employee safety. He emphasized that this removes subjective judgment from the Village Manager’s role and helps the public better understand closures.

President Pro Tem Ford and Council member Cyrowski supported this approach, noting that schools have professional systems for evaluating road conditions early in the morning and that many other organizations align with school closures.

Council member Moshier and Council member Dandalides opposed tying closures to school decisions, arguing schools close for reasons that don’t apply to adult staff and that most government offices stay open. Village Manager McClary emphasized staff safety and noted remote work continues during closures. The council agreed to revisit the policy at a future meeting.

6. Call to the Public

DPW Director Wes Sanchez briefly shared that only four residents had come to Village Hall on Fridays over the past six months—three to pay a bill and one to change an address—highlighting the low public traffic during those times.

7. Adjournment

MOTION made by Council member Lamb, Seconded by Council member Cyrowski, to adjourn the July 28, 2025, Village Council Special Meeting.

VOTING YEA: Ford, Cyrowski, Moshier, Lamb, Dandalides, Comparoni Jr

VOTING NAY: None

ABSENT: Rutt

MOTION: Carried

The July 28, 2025 Village Council Special Meeting adjourned at 6:30PM.

Teresa Rutt
President

Lynsey Blough
Deputy Clerk/Treasurer

Sonja Stout
Clerk/Treasurer

Date Approved: as presented on August 11, 2025

Darwin McClary

From: George Dandalides
Sent: Wednesday, October 8, 2025 7:38 AM
To: Darwin McClary
Cc: Sonja Stout
Subject: Fwd: Township offices inclement weather closing process and policy

Darwin,

Would you please include the following correspondence in the meeting packet for Monday’s special meeting on our inclement policy.

Thanks,

George

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From: Chris Barnett <cbarnett@oriontownship.org>
Sent: Wednesday, September 24, 2025 12:15 PM
To: George Dandalides <dandalidesg@lakeorion.org>
Subject: RE: Township offices inclement weather closing process and policy

George,

Lizzie is spot on. We really don’t close. Our residents expect us to be here and many departments are required to be here to deal with weather related issues. We encourage our employees to utilize PTO if they don’t feel comfortable driving to work and have occasionally allowed some to work from home. That said, we have closed the office a little bit early or given flexibility of a later start when roads are bad.

Let me know if you want to chat further.

Thank you,

Chris



Chris Barnett
Township Supervisor
2323 Joslyn Road, Lake Orion, MI 48360
O: 248.391.0304, ext. 1001
W: www.oriontownship.org

From: Lizzie Phillips <ephillips@oriontownship.org>
Sent: Monday, September 22, 2025 9:57 AM

To: George Dandalides <dandalidesg@lakeorion.org>; Chris Barnett <cbarnett@oriontownship.org>

Subject: RE: Township offices inclement weather closing process and policy

Hi George,

The short answer, we don't close.

And we do not currently have a formal policy for closing offices due to inclement weather. Employees are encouraged to use their discretion when determining whether it is safe for them to travel. If someone is unable to report to work due to weather conditions, they may use their available leave time.

If the building has a scheduled closure during regular business hours, we use our social media to advertise the closure, place signs on our doors and put a notice on our road sign the day of the closure. We reserve the use of CivicPlus for emergency situations and notifications and have not utilized it in the past to communicate when the Township Offices are closed.

If there were a natural disaster and the building was required to close, employees would be notified by their supervisor, and we would notify the public via social media.

Let us know if you have any additional questions.

Best,



Lizzie Phillips
Administrative Assistant
Supervisor's Office
2323 Joslyn Road, Lake Orion, MI 48360
O: 248.391.0304, ext. 1000
W: www.oriontownship.org

From: George Dandalides <dandalidesg@lakeorion.org>
Sent: Sunday, September 21, 2025 7:19 PM
To: Chris Barnett <cbarnett@oriontownship.org>
Cc: Lizzie Phillips <ephillips@oriontownship.org>
Subject: Township offices inclement weather closing process and policy

Good evening Chris,

We are currently looking at our village policy on closing the village offices during an inclement weather situation. Our current policy is to follow the Lake Orion School District closing. Several of us are thinking the school system policy is driven more by, 1) buss capability to safely navigate some of the back roads which can become icy while the main roads are fine, and 2) under extreme temperature conditions, wanting to eliminate kids exposure waiting for busses, both of which really don't apply to our offices.

What is the township policy and how do you communicate a weather-related closing to your staff and the community? I am considering suggesting we follow the township, which would make us consistent within the Orion community. If I've signed up for the township's emergency alerts, would I know the township offices were closed?

Thanks,

George