AGENDA

REGULAR MEETING OF THE VILLAGE COUNCIL

Monday, January 27, 2025

7:30 PM

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

(248) 693-8391 ext. 102

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

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call and Determination of Quorum**
4. **Presentations**
5. **Call to the Public**
6. **Approval of Agenda**

   By order of the President/Chair, no matters will be discussed after 10:30 p.m., unless council/board/commission votes to continue the meeting.

7. **Consent Agenda**

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

   A. Receive and file the correspondence from Council Members Michael Lamb and Nancy Moshier dated December 9, 2025, regarding a request for a special meeting of the Village Council to discuss enforcement of Charter provisions relating to the payment of bills.

   B. Approval of Village Council Special Meeting Minutes of January 8, 2025

   C. Approval of Village Council Special Meeting Minutes of January 9, 2025

   D. Approval of Village Council Regular Meeting Minutes of January 13, 2025

   E. Approval of Village Council Special Meeting Minutes of January 15, 2025

F. Approval of Village Council Special Meeting Minutes of January 16, 2025

G. Receive and File of Planning Commission Regular Meeting Minutes of December 2, 2024

H. Receive and file Invoice Distribution Report - December 18, 2024

I. Receive and file Invoice Distribution Report - January 27, 2025

J. Approval of Budget Amendment BA-2025-207-05 to provide supplemental appropriations for Police Academy training in the Police Fund

K. Creation of CPE Training Fund Accounts (Expenditure / Revenue)

L. Approval of Special Event – Ice Fest

8. Items Removed from the Consent Agenda

9. Public Hearings

10. Other Items

A. Planning Commission 2024 Annual Report and 2025 Work Plan

B. Tax-Exempt Parcel and Right of Way Inventory and Mapping – Status Report

C. Referral of Draft FY 2024-2030 Capital Improvement Plan to Planning Commission for Review and Comment

D. Sidewalk Improvement Program

E. Approval of the Lexipol Police One Academy Master Service Agreement

F. Establish 2025 Ad Hoc DDA Public Infrastructure Fund Committee

G. Adoption of FY 2025-26 Budget Preparation Calendar

H. Appointment of Acting Village Manager

11. Call to the Public

12. Council Comments

13. Village Manager Comments

14. Closed Session Items

15. Business From Closed Session

16. Adjournment

In the spirit of compliance with the Americans with Disabilities Act, individuals with a disability should feel free to contact the Village, at least three (3) business days in advance of the meeting, if requesting accommodations. The Village of Lake Orion will provide foreign language or hearing impaired interpretation services for those individuals who contact the village to request such services at least seven (7) days prior to the meeting.

En el espíritu de la observancia de la Ley de Estadounidenses con Discapacidades, las personas con discapacidad debe sentirse libre para ponerse en contacto con el pueblo, por lo menos tres (3) días hábiles de antelación a la fecha de la reunión, si se solicitan alojamiento. El municipio de Lake Orion proporcionará idioma extranjero o personas con problemas de audición servicios de interpretación para las personas que se ponen en contacto con el pueblo de solicitar dichos servicios con no menos de siete (7) días antes de la reunión.

Village of Lake Orion
EST 1859

COUNCIL ACTION SUMMARY SHEET

MEETING DATE: January 27, 2025

TOPIC Receive and file the correspondence from Council Members Michael Lamb and Nancy Moshier dated December 9, 2025, regarding a request for a special meeting of the Village Council to discuss enforcement of Charter provisions relating to the payment of bills.

BACKGROUND BRIEF:

Village Council received correspondence from Council Members Michael Lamb and Nancy Moshier on December 11, 2024, requesting a special meeting of the Village Council to discuss enforcement of Village Charter provisions relating to the payment of bills. As Council subsequently held a special meeting on January 16, 2025, and disposed of this matter, no further action is necessary by Council.

SUMMARY OF PREVIOUS COUNCIL ACTION:

01/16/2025 – Council held a special meeting to discuss Council Member's Lamb's concerns about the payment of bills and authorized a change in procedure that permits the Village Manager to approve payment of invoices in accordance with his authority under Charter for the administration of the budget, with Administration to provide an invoice report at each regular meeting of Council for receipt and filing under Council's Consent Agenda.

FINANCIAL IMPACT:

None

RECOMMENDED MOTION:

To receive and file the correspondence from Council Members Michael Lamb and Nancy Moshier dated December 9, 2025, regarding a request for a special meeting of the Village Council to discuss enforcement of Charter provisions relating to the payment of bills.

Memorandum

RECEIVED
DEC 11 2024
VILLAGE OF LAKE ORION

12-9-24

Darwin McClary, Village Manager
Sonja Stout, Village Clerk
Via email: mcclaryd@lakeorion.org, stouts@lakeorion.org

Request for a special meeting of the Village Council pursuant to Village Charter Section 6.5(b) to be held at Village Conference Room on _____ at _____.

Purpose of the meeting:

Requesting the Village Manager enforce specific provisions of the Village Charter and inform Village Council current bill approval protocol does not follow Village Charter provisions.

Dear Mr. McClary,

The Village Charter does not support the authority of the Village Council to require the Village Manager get approval from them to pay the routine bills and payroll of the Village. The Charter calls for the Village Council to approve a budget and for the Manager to administer the budget. The Village Manager has previously refused to comment on the matter unless directed by Council. The Village Council has previously refused to direct the Village Manager on this matter or allow formal discussion. A meeting to discuss this would be appropriate as the remaining step in this procedure would be to file a complaint with the Village Police who would in turn bring it to the attention of the Village Prosecutor/Attorney.

-The Village Manager and the Chief of Police have the duty to enforce the Charter.

-The Charter clearly enumerates the powers of each branch of our government.

The Village Council is not required to accept the liability for authorization of invoices, payments and charges over which they have no knowledge or actual authority. This responsibility clearly rests with the Village Manager and Village Purchasing Agent.

Attached are some sections of the Charter that apply.

Thank you,

Michael J. Lamb, Councilman

Nancy J. Moshier, Councilman

Section 2.3 DIVISION OF POWERS OF GOVERNMENT.

All of the powers of municipal government possessed by the village are hereby divided into two (2) general divisions, i. e., legislative or policy forming and administrative. No person or body belonging to or being part of one (1) such division shall exercise powers imposed by this Charter upon or properly belonging to another. It shall be the duty of every officer of the village to preserve the two (2) divisions of the village government distinct and separate.
(Adopted 3-13-67)

Section 3.7 VILLAGE MANAGER.

All administrative powers, duties, and functions of the village shall be vested in the Village Manager, except as otherwise provided in this Charter. He shall be elected by the Council on the basis of training and ability in work which would qualify him for the position of Village Manager, and shall hold office at the pleasure of the Council. He need not be a resident of the village at the time of his appointment but shall, unless excused by the Council, become a resident of the village within ninety (90) days after his appointment and so remain throughout his tenure of office. The Village Manager may, with the approval of the Council, designate an administrative officer or employee of the village to perform the duties of the Village Manager during his temporary absence or incapacity. The Council shall designate a qualified person to perform the duties of Village Manager during a vacancy in the office. No person acting as Village Manager in a temporary capacity, whether during the absence or disability of the Village Manager or during a vacancy in that office, shall make any change in the administrative officers of the village without the consent of the Council. No person who holds or has held an elective village office shall be eligible for appointment as Village Manager, nor shall any such person perform the duties of the Village Manager during a vacancy in that office, until one (1) year has elapsed following the expiration of the term for which he was elected.
(Adopted 3-13-67)

Section 3.8 FUNCTIONS OF THE VILLAGE MANAGER.

The Village Manager shall be the chief administrative officer of the village government. He shall carry out the policies formulated by the Council. He is charged with the responsibility of supervision and management of all of the services of the village and with responsibility for the enforcement of the ordinances of the village, this Charter, and applicable laws of the State. He shall make the reports to the Council required by this Charter, and such others as may be required of him by ordnance or by resolution of the Council, and, in addition thereto, any which he may deem advisable. He shall prepare the budget of the village for consideration by the Council, as in the Charter provided, and upon the adoption thereof by the Council, he shall administer the budget so adopted and keep the Council at all times informed as to the financial affairs of the village. He shall have the right to take part in the discussion of all matters coming before the Council, but shall have no vote. In addition to the duties prescribed by this Charter, he shall perform such other duties as may be required of him by ordinance or by resolution of the Council.
(Adopted 3-13-67)

Section 8.6 TRANSFER OF APPROPRIATIONS.

After the budget has been adopted, no money shall be drawn from the treasury of the village nor shall any obligation for the expenditure of money be incurred, except pursuant to the budget appropriations. The Council may transfer any unencumbered appropriation balance, or any portion thereof, from one department, fund, or agency to

another. The balance in any appropriation which has not been encumbered at the end of the fiscal year shall revert to the general fund and be reappropriated during the next fiscal year.
(Adopted 3-13-67)

Section 8.7 BUDGET CONTROL.

At the beginning of each quarterly period during the fiscal year, and more often if required by the Council, the Village Manager shall submit to the Council data showing the relation between the estimated and actual income and expenses to date; and if it shall appear that the income is less than anticipated, the Council may reduce appropriations, except amounts required for debt and interest charges to such a degree as may be necessary to keep expenditures within the cash income.
(Adopted 3-13-67)

Section 11.2 PURCHASING AND CONTRACTUAL PROCEDURE.

Before making any purchase or contract for supplies, materials, equipment, or contractual services, opportunity shall be given for competition, under such rules and regulations, and with such exceptions as the Council may by ordinance prescribe. All expenditures for supplies, materials, equipment, or contractual services involving more than one thousand dollars ($1000.00) shall be made on written contract, and such contract shall be awarded to the lowest competent bidder meeting specifications and whose bid is most advantageous to the village after such public notice and competition as may be prescribed by ordinance; provided, however, that the Council shall have the power to reject all bids and advertise again. The Council shall provide, by ordinance, for the ordinary purchasing procedure to be followed in purchasing village supplies.
(Adopted 3-13-67)

Village of Lake Orion
EST 1859

COUNCIL ACTION SUMMARY SHEET

MEETING DATE: January 27, 2025

TOPIC: Approval of Village Council Special Meeting Minutes of January 8, 2025

RECOMMENDED MOTION: To approve the January 8, 2025 Village Council Special Meeting Minutes, as presented.

MINUTES

SPECIAL MEETING OF THE VILLAGE COUNCIL - CAPITAL IMPROVEMENT PLAN

Wednesday, January 08, 2025

6:00 PM

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

(248) 693-8391 ext. 102

1. Call to Order

The January 8th, 2025 Village Council Special Meeting was called to order at 6:00 PM by President Rutt.

2. Roll Call and Determination of Quorum

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

ABSENT
Council member Carl Cyrowski

STAFF PRESENT
Village Manager Darwin McClary
Clerk/Treasurer Sonja Stout
DPW Director Wes Sanchez
Police Chief Mark Amundson

PURPOSE OF THE SPECIAL MEETING: The purpose of the Special Meeting of the Lake Orion Village Council is to review and discuss the proposed FY 2024-2030 Village of Lake Orion Capital Improvement Plan.

3. Call to the Public

None.

4. Other Items

A. Review of Draft FY 2024-2030 Capital Improvement Plan

Village Manager McClary provided a brief background on the current Capital Improvement Plan (CIP) and the schedule listed in the packet. He instructed that the plan for this meeting was to review the document page by page, allowing questions to be raised on each page.

Village Manager McClary reviewed the Village Council Capital Improvement Plan and the Village Manager Capital Improvement Plan, which included the capital items and their respective schedules.

He then addressed the Clerk, Finance/Treasury, and General Activities Department Capital Improvement Plan, detailing the capital items and their schedules. Following this, he discussed the Building/Planning/Zoning Department Capital Improvement Plan, again reviewing the items and schedules.

A discussion ensued between Council Member Lamb, President Rutt, and Village Manager McClary regarding the costs for the Community Master Plan update and the Parks & Recreation Master Plan update.

Chief Amundson presented the Police Capital Improvement Plan, outlining the capital items and their schedules.

President Rutt left the meeting at 6:32 PM.

Council Members Lamb, Dandalides, Comparoni Jr, and Ford raised various concerns about the Police Department Capital Improvement Plan particularly regarding costs and addressing public safety.

Village Manager McClary and DPW Director Sanchez reviewed the DPW Capital Improvement Plan, followed by a discussion involving Council Members Lamb, Dandalides, Comparoni Jr, and Moshier.

The Parks & Recreation Capital Improvement Plan was then discussed by Village Manager McClary and DPW Director Sanches. Council Members Lamb, Dandalides, and Ford participated in the discussion, suggesting that the Children's Park Bridge replacement be moved from FY 26/27 to FY 25/26.

Village Manager McClary explained that the Downtown Development Authority (DDA) Capital Plan, and the DDA Bond & Property Capital Improvement Plan would maintain their own separate Capital Improvement Plan per the Downtown Development Authority Executive Director Gibb. As a result, these pages will be removed from the Village's Capital Improvement Plan going forward. However, the DDA Public Infrastructure Capital Improvement Plan would still be maintained by the Village. Council Member Dandalides requested a copy of the 75/25 resolution. A discussion followed between Council Members Lamb, Comparoni Jr., and Dandalides regarding the tower demolition.

Village Manager McClary reviewed the Ground/Parking/Structures Capital Improvement Plan.

Council Member Comparoni Jr left the room at 7:18 PM.

Council Members Lamb, Dandalides, and Moshier discussed the cost of Village Hall Steeple repair.

Council Member Comparoni Jr returned to the room at 7:19 PM.

Concerns were raised about whether the Village Hall was part of the Historic District.

Village Manager McClary and DPW Director Sanchez reviewed the Major Streets and Local Streets Capital Improvement Plan. Council Members Lamb, Dandalides, and Moshier discussed the costs of the PAMP Treatment Program "A," "B," and "C." Council Member Dandalides recommended allocating $75,000 for Major Streets and $600,000 for Local Streets in FY 28/29, and $100,000 for Major Streets and $750,000 for Local Streets in FY 29/30, instead of leaving these years unbudgeted. Village Manager McClary cautioned against inputting speculative numbers, but Council Member Lamb suggested averaging costs to arrive at figures. A consensus was reached to use Council Member Dandalides' proposed figures for FY 28/29 and FY 29/30.

The Sidewalks Capital Improvement Plan was then reviewed by Village Manager McClary, followed by the Water System Capital Improvement Plan. He noted that the Fire Hydrant numbers might change due to their current high forecast. Council Members Lamb and Dandalides discussed funding for the water system.

Village Manager McClary reviewed the Sanitary Sewer System Capital Improvement Plan, noting that highlighted items required confirmation from the SAW Grant report. He mentioned revising the grant amount in future years to reflect 25%. Council Member Lamb suggested using updated engineering figures and questioned funding sources for this plan.

The Storm Sewer System Capital Improvement Plan was reviewed next. Council Member Lamb recommended including funding for the Storm Sewer System over the next five years, suggesting $5,000 per year for manhole replacements and repairs.

The Cemetery Capital Improvement Plan was reviewed by Village Manager McClary and DPW Director Sanchez. Council Members Dandalides, Comparoni Jr., Lamb, and Ford agreed to remove the Cemetery Road Improvements from the plan.

Village Manager McClary stated that he would revise the Capital Improvement Plan based on the discussions from this work session.

MOTION made by Council Member Dandalides, seconded by Council Member Lamb to excuse Council Member Cyrowski from the January 8, 2025 Village Council Special Meeting.

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

Council Member Dandalides proposed that the Council establish a target for a 10% budget reduction, with the savings from this reduction allocated to a CIP (Capital Improvement Plan) fund for future use.

A discussion followed between Council Member Dandalides, Council Member Lamb, and Village Manager McClary regarding this proposal and its implications for the upcoming budget and the Capital Improvement Plan.

Village Manager McClary suggested that the Council consider creating a policy to transfer any year-end surplus into the Capital Improvement Program fund.

Further discussion ensued between Council Member Dandalides, Council Member Lamb, and Village Manager McClary about the proposed budget adjustments and the Capital Improvement Plan.

5. Call to the Public

None.

6. Adjournment

MOTION made by Council member Comparoni Jr, Seconded by President Pro Tem Ford to adjourn the January 8th, 2025 Village Council Special Meeting.

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

The January 8, 2025 Village Council Special Meeting adjourned at 8:26 PM.

_____ _____

Teresa Rutt
President

Sonja Stout
Clerk/Treasurer

Date Approved: as presented on January 27, 2025.

Village of Lake Orion
EST 1859

COUNCIL ACTION SUMMARY SHEET

MEETING DATE: January 27, 2025

TOPIC: Approval of Village Council Special Meeting Minutes of January 9, 2025

RECOMMENDED MOTION: To approve the January 9, 2025 Village Council Special Meeting Minutes, as presented.

MINUTES

SPECIAL MEETING OF THE VILLAGE COUNCIL - SIDEWALK IMPROVEMENT PROGRAM

Thursday, January 09, 2025

6:00 PM

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

(248) 693-8391 ext. 102

1. Call to Order

The January 9th, 2025 Village Council Special Meeting was called to order at 6:00 PM by President Rutt.

2. Pledge of Allegiance

3. Roll Call and Determination of Quorum

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

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

PURPOSE OF SPECIAL MEETING: The purpose of the Special Meeting of the Lake Orion Village Council is to review, discuss, and formulate a proposed perpetual sidewalk improvement program for the Village.

4. Call to the Public

None.

5. Other Items

A. Sidewalk Improvement Program

Village Manager McClary started by reminding the Village Council that the January 9th Sidewalk Improvement Program Special Meeting is focused on discussing the policy, and discussing the 1st district in detail for this year.

He then provided an overview to the Village Council regarding the policy in sections and provided some key points to establish Rules and Regulations:

- **Location of Sidewalks:** The goal is to determine where the Village Council would like to close the gaps, improve walkability, and eliminate safety hazards.
- **Sidewalk Specifications:** The intention is to follow Chapter 6 of the Engineering Design and Construction Standards.
- **Sidewalk Maintenance Responsibility:** Under the Village Charter and Ordinance, the property owner is responsible for all costs associated with the maintenance of abutting sidewalks.
- **Repair/Replacement of Sidewalks:** Any sidewalk that needs to be removed or replaced will be determined by the Village Administration. Ramping is not acceptable, and mud jacking will not be performed by the Village. Council member Moshier asked for clarification on mud jacking, and Village Manager McClary explained that it involves drilling small holes in the concrete and injecting a limestone, liquid-like material to lift and level the slab.
- **Sidewalk Repair/Replacement Criteria Guidelines:** Every sidewalk should be reevaluated every three years. If a concrete sidewalk does not exist through an asphalt driveway, a new sidewalk must be installed to maintain continuity. President Rutt asked for clarification regarding a smooth transition from sidewalk to driveway to sidewalk. Village Manager McClary responded that he would leave it to the Village Council's discretion to decide whether replacement is necessary if the existing driveway is in poor condition and not level with the sidewalk. Council member Lamb inquired if the Village Manager has the discretionary power to modify the terms or guidelines, to which Village Manager McClary replied that he does not. Council member Lamb then pointed out two sections in the 2013 Village Engineering Design and Construction Standards—Chapter 6, Section 5.2.F and Chapter 6, Section 5.3.B.3—that may require modification. Mr. McClary responded that the current Village Engineers are updating the standards to reflect what is most appropriate for the community
- **Conditions Justifying Sidewalk Installation or Replacement:** Village Manager McClary pointed out that a ½ inch gap is better for the senior community. The DPW Director mentioned that the ADA standard is ¼ inch. Council member Dandalides asked for clarification on alligator cracking, while President Rutt requested clarification on the definitions of "cracks that are not tight" and "spalled areas."
- **Deterioration Description and Details:** Council member Moshier asked where heaving caused by tree roots would fall under. DPW Director Sanchez explained that they use Silversmith to identify and flag sidewalks affected by tree root issues. He also outlined the descriptions DPW uses for sidewalk issues: (1) cracking, (2) spalling, (3) uneven surface, (4) pitting, (5) heaving, (6) settling, (7) water pooling, and (8) alligator cracking.

Pro Tem Ford asked for clarification on whether the tree is located on the house side of the sidewalk or between the sidewalk and the street. Village Manager McClary responded that it is still the responsibility of the property owner, but if the Village Council decides to change the policy and make it the Village's responsibility to cover the costs, that would be acceptable. Further discussion about tree maintenance followed. If a property owner wishes to cut the tree, they can request permission from the Village Council at their own expense. Mr. McClary noted that there is language stating the Village would be responsible for any work deemed necessary by the Village.

- **Property Owner Costs:** The Village will add a 10% administrative fee, which will be reflected in the next update to the Municipal Fee Schedule. If the Village decides to shorten the program from 6 years to 3, the property owner will need to pay within 3 years. Council member Moshier asked how property owners would be informed about the special assessment. Village Manager McClary responded that a notice would be sent for a Needs Public Hearing, followed by a second notice regarding the Special Assessment Roll Public Hearing. This allows property owners to voice their feedback and concerns. These hearings are required by the Village Charter. Council member Dandalides asked for clarification on the rating system, suggesting it should be 0 = bad or 1 = good, to which Council member Lamb agreed.
- **Village Costs:** The Village shall pay for all expenses associated with sidewalk handicap ramps at street intersections.
- **Sidewalk Improvement Districts:** This section was skipped since there had been a discussion earlier.
- **Sidewalk Improvement Fund:** The Village Council will need to decide how much money to allocate from the General Fund to start the program. A pool of funds must be available to cover the first year of the program until payments begin coming in from the property owners. Mr. McClary has appropriated $30,000 for the program and recommended the same amount to the Village Council. Council member Cyrowski asked if it would be possible to set a maximum reimbursement limit and further discussions followed.
- **Administrative Procedure:** This section outlines how the Village will administer the program.
- **Sidewalk Repair Program Warranty Policy:** Mr. McClary noted to add language to the policy stating that the contractor shall date-stamp a sidewalk slab.

To recap the changes to the policy, the Village Council will add language to the Sidewalk Repair/Replacement Criteria Guidelines stating that if a concrete sidewalk does not exist through an asphalt driveway, the installation of the sidewalk will be required unless the Village Administration determines otherwise. Additionally, language will be added under the Village Cost section specifying that the Village will be responsible for any work deemed necessary for Village trees. Finally, date stamping by the contractor will be added under the Sidewalk Repair Program Warranty Policy.

6. Call to the Public

None.

7. Adjournment

MOTION made by Council member Cyrowski, Seconded by Council member Moshier, to adjourn the January 9th, 2025 Village Council Special Meeting.
VOTING YEA: Rutt, Ford, Cyrowski, Moshier, Lamb, Dandalides, Comparoni Jr
VOTING NAY: None
ABSENT: None
MOTION: Carried

The January 9th, 2025 Village Council Special Meeting adjourned at 7:32 PM.

_____
Teresa Rutt
President

_____
Sonja Stout
Village Clerk/Treasurer

_____
Lynsey Blough
Deputy Clerk/Treasurer

Date Approved: as presented on January 27, 2025.

Village of Lake Orion
EST 1859

COUNCIL ACTION SUMMARY SHEET

MEETING DATE: January 27, 2025

TOPIC: Approval of Village Council Regular Meeting Minutes of January 13, 2025

RECOMMENDED MOTION: To approve the January 13, 2025 Village Council Regular Meeting Minutes, as presented.

MINUTES

REGULAR MEETING OF THE VILLAGE COUNCIL

Monday, January 13, 2025

7:30 PM

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

(248) 693-8391 ext. 102

1. Call to Order

The January 13, 2025 Village Council Regular meeting was called to order at 6:30 PM by President Rutt.

2. Pledge of Allegiance

3. Roll Call and Determination of Quorum

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

ABSENT
Council member Nancy Moshier

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

MOTION made by President Pro Tem Ford, Seconded by Council member Dandalides to excuse Council Member Moshier from the January 13, 2025 Village Council Regular meeting.
VOTING YEA: Rutt, Ford, Cyrowski, Lamb, Dandalides, Comparoni Jr
VOTING NAY: None
ABSENT: Moshier
MOTION: Carried

4. Presentations

A. Introduction of Reserve Officer Cedar Chan

Chief Amundson provided a brief introduction for the new Reserve Officer, Cedar Chan, which included details about their prior employment. Chief Amundson administered the Oath of Honor to Reserve Officer Cedar Chan in front of the Council, followed by a photo with Chief Amundson and Reserve Officer Chan. Members of the Lake Orion Police Department showed their support from the audience.

B. Presentation on Audit Report for Fiscal Year Ending June 30, 2024

Greg Soule, a partner at Andrews Hooper Pavlik PLC, presented an audit of the Village's financial statements for the fiscal year ending 2023-2024. The audit presentation included the governance report, key statistics, and the management letter, which addressed weaknesses such as water and sewer records and the input of capital assets. It also highlighted deficiencies for the Village, including the review of journal entries, an unrecorded DDA bank account, and purchase order approvals.

MOTION made by Council member Dandalides, Seconded by Council member Lamb to direct Administration to review the current Administration processes, implement corrective action on those processes, and correct the deficiencies identified by the auditors. This would include the two matters that were considered material weaknesses and the three matters considered significant deficiencies. Council also requests a report back in a regular Council meeting no later then March 24, 2025 meeting.
VOTING YEA: Rutt, Ford, Cyrowski, Lamb, Dandalides, Comparoni Jr
VOTING NAY: None
ABSENT: Moshier
MOTION: Carried

5. Call to the Public

None.

6. Approval of Agenda

MOTION made by Council member Dandalides, Seconded by Council member Cyrowski to approve the January 13, 2025, Village Council Regular Meeting agenda as presented.
VOTING YEA: Rutt, Ford, Cyrowski, Lamb, Dandalides, Comparoni Jr
VOTING NAY: None
ABSENT: Moshier

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 Consent agenda and to pull items A. Correspondence from Rick Frazier requesting reduction in sewer bill, E. 2024 Dam Safety Inspection Report, and I. Planning Commission 2024 Annual Report and 2025 Work Plan for further discussion.
VOTING YEA: Rutt, Ford, Cyrowski, Lamb, Dandalides, Comparoni Jr
VOTING NAY: None
ABSENT: Moshier
MOTION: Carried

A. Receive and file request dated December 4, 2024, from Rick Frazier, 220 S. Andrews, for sewer bill reduction

Pulled for further discussion.

B. Board Member Application – Planning Commission

MOTION made by President Rutt, Seconded by President Pro Tem Ford to appoint James Barry as a Commissioner to serve on the Village of Lake Orion Planning Commission, with a term to expire on April 30, 2025.
VOTING YEA: Rutt, Ford, Cyrowski, Lamb, Dandalides, Comparoni Jr
VOTING NAY: None
ABSENT: Moshier
MOTION: Carried

C. Approval of Village Council Regular Meeting Minutes of December 9, 2024

MOTION made by President Rutt, Seconded by President Pro Tem Ford to approve the December 9, 2024 Village Council Regular Meeting Minutes, as presented.
VOTING YEA: Rutt, Ford, Cyrowski, Lamb, Dandalides, Comparoni Jr
VOTING NAY: None
ABSENT: Moshier
MOTION: Carried

D. Approval of Village Council Special Meeting Minutes of December 16, 2024

MOTION made by President Rutt, Seconded by President Pro Tem Ford to approve the December 16, 2024 Village Council Special Meeting Minutes, as presented.
VOTING YEA: Rutt, Ford, Cyrowski, Lamb, Dandalides, Comparoni Jr
VOTING NAY: None
ABSENT: Moshier
MOTION: Carried

E. 2024 Dam Safety Inspection Report

Pulled for further discussion.

F. Receive and File of Board of Zoning Appeals Regular Meeting Minutes of October 3, 2024

MOTION made by President Rutt, Seconded by President Pro Tem Ford to receive and file the October 3, 2024 Board of Zoning Appeals Regular Meeting Minutes, as presented.

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

G. Receive and File of DDA Regular Meeting Minutes of November 19, 2024.

MOTION made by President Rutt, Seconded by President Pro Tem Ford to receive and file the November 19, 2024 Downtown Development Authority Board Regular Meeting Minutes, as presented.

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

H. Receive and File December 2024 Police Department Activity Report

MOTION made by President Rutt, Seconded by President Pro Tem Ford to receive and file the December 2024 Police Department activity Report.

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

I. Planning Commission 2024 Annual Report and 2025 Work Plan

Pulled for further discussion.

J. Receive and File of Snowplowing Subcommittee Meeting Minutes of December 13, 2024

MOTION made by President Rutt, Seconded by President Pro Tem Ford to receive and file the December 13, 2024 Snowplowing Subcommittee Meeting Minutes, as presented.

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

K. Approval of Special Event – 11th Annual Lake Orion Rotary Ice Cup Challenge

MOTION made by President Rutt, Seconded by President Pro Tem Ford to adopt Resolution 2025-001, which approves the 11th Annual Lake Orion Rotary Ice Cup Challenge event

application and the License Agreement between the Village of Lake Orion and the Lake Orion Sunrise Rotary Club for the use of various Village properties and public roads. The event is scheduled for February 1, 2025. Mr. Pierce will provide the required fees prior to the event. Furthermore, to authorize the Village Council President and Village Clerk to execute the document on behalf of the Village.

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

L. Approve Disposal of 2013 Ford Taurus Police Vehicle by Auction

MOTION made by President Rutt, Seconded by President Pro Tem Ford to approve the sale of the 2013 Ford Taurus (VIN 1FAHP2M81DG17869) by auction and the deposit of any proceeds from the sale into the Village of Lake Orion Capital Improvement Fund, Fund No. 401.

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

M. Receive and File of Snowplowing Subcommittee Draft Meeting Minutes of January 8, 2025

MOTION made by President Rutt, Seconded by President Pro Tem Ford to receive and file the Snowplowing Subcommittee Draft Meeting Minutes of January 8, 2025, as presented.

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

8. Items Removed from the Consent Agenda

A. Receive and file request dated December 4, 2024, from Rick Frazier, 220 S. Andrews, for sewer bill reduction

MOTION made by Council Member Lamb, Seconded by Council Member Dandalides to request the Village Manager to reimburse the sewer portion of Rick Frazier's $2,273.68 bill for 220 S. Andrews

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

MOTION made by Council Member Lamb, Seconded by Council Member Dandalides to *Amend* the previous motion to request the Village Manager to reimburse the sewer portion of Rick Frazier's $2,273.68 bill for 220 S. Andrews, the motion directs the Village Manager to draft a formal for addressing future requests for reductions of water and sewer bills presented to the Council.

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

Rosemary Ford spoke about her concerns about the current bill reduction and also addressed issues regarding Council Members speaking clearly into their microphones.

E. 2024 Dam Safety Inspection Report

MOTION made by Council Member Dandalides, Seconded by President Rutt to direct Administration to review and create an action plan for the six (6) recommended actions in the inspection report and report back to Village Council no later than the April 14, 2025 Regular Meeting.
VOTING YEA: Rutt, Ford, Cyrowski, Lamb, Dandalides, Comparoni Jr
VOTING NAY: None
ABSENT: Moshier
MOTION: Carried

I. Planning Commission 2024 Annual Report and 2025 Work Plan

MOTION made by Council Member Dandalides, Seconded by President Rutt to defer topic to the January 27, 2025 regular meeting as an agenda item for a five to ten minute review with the Village Planner.
VOTING YEA: Rutt, Ford, Cyrowski, Lamb, Dandalides, Comparoni Jr
VOTING NAY: None
ABSENT: Moshier
MOTION: Carried

9. Public Hearings

None.

10. Financial Matters

A. Invoice Approval - January 13th, 2025

MOTION made by President Rutt, Seconded by President Pro Tem Ford to approve the January 13th, 2025 bills in the amount of $173,039.50 of which $21,625.35 are DDA bills for a net total of $151,414.15 and to receive and file the DDA bills
VOTING YEA: Rutt, Ford, Cyrowski, Lamb, Comparoni Jr
VOTING NAY: Dandalides
ABSENT: Moshier
MOTION: Carried

B. Financial Statements- December 2024

MOTION made by President Rutt, Seconded by Council member Comparoni Jr to receive and file the financial reports for December 2024.

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

11. Other Items

A. 225 Lake Street Lot Split Review

Dominici Moceri answered questions from the Council in regard to Darling Drive.

MOTION made by President Rutt, Seconded by Council member Comparoni Jr to approve the proposed lot split of Parcel 09-02-458-014, also known as 225 Lake St., into two (2) child parcels with the conditions listed in the Village Planner's report dated December 30, 2024.
VOTING YEA: Rutt, Ford, Cyrowski, Lamb, Dandalides, Comparoni Jr
VOTING NAY: None
ABSENT: Moshier
MOTION: Carried

B. Snow Plowing and Salting Policy

Mike Bires asked whether Longpointe is classified as a primary or secondary road after reviewing the Snow Plowing and Salting Policy.

MOTION made by Council member Cyrowski, Seconded by President Rutt to adopt the revised Snow Plowing and Salting Policy as recommended by the ad hoc Snow Removal Policy Review Committee.
VOTING YEA: Rutt, Ford, Cyrowski, Lamb, Dandalides, Comparoni Jr
VOTING NAY: None
ABSENT: Moshier
MOTION: Carried

MOTION made by Council member Cyrowski, Seconded by Council member Dandalides to authorize Administration to engage in discussions with homeowners or homeowner associations on private streets within the Village on a fee-for-service agreement or special assessment 226 Section 11, Item B. to provide snow and ice removal on those streets if the property owners desire the Department of Public Works to provide the service.
VOTING YEA: Rutt, Ford, Cyrowski, Lamb, Dandalides, Comparoni Jr
VOTING NAY: None
ABSENT: Moshier
MOTION: Carried

MOTION made by Council member Cyrowski, Seconded by Council member Dandalides to *Amend* the previous motion to authorize Administration to engage in discussions with homeowners or homeowner associations on private streets within the Village on a fee-for-service agreement or special assessment 226 Section 11, Item B. to provide snow and ice removal on those streets if the property owners desire the Department of Public Works to

provide the service, it shall also include implementing the arrangement for the remainder of this snow season before the new snow and salting policy begins.

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

12. Call to the Public

None.

13. Council Comments

Council Member Cyrowski wished everyone a safe and prosperous 2025.

Council Member Dandalides welcomed the new Reserve Officer, Cedar Chan, referenced the leaf pickup concern discussed at the previous Council meeting November 25, 2024, expressed his concerns regarding the Capital Improvement Projects and funding, informed the public about upcoming meetings.

Council Member Lamb wished everyone a Happy New Year, requested that the Newsletter be added to the next agenda for mailing to residents, and asked for a special meeting to review the current bill payment policy at the Thursday, January 16, 2025, Sidewalk meeting.

Council Member Comparoni Jr. wished everyone a Happy New Year, shared his excitement for the new year, and expressed enthusiasm for working with the Council.

Pro Tem Ford thanked the Snow Policy Committee.

President Rutt welcomed the new Reserve Officer, Cedar Chan, and James Barry to the Planning Commission Board. She also thanked the Snowplow Committee and suggested ways to assist elderly residents with snow removal.

14. Village Manager Comments

Village Manager McClary provided brief updates on the Sanitary Sewer Pump Station Improvement Projects, the ordinance recodification project, the Village property inventory and mapping project, and the Park Avenue retaining wall replacement project. He also announced that the January 30, 2025, work session would be canceled and shared that he was recently appointed to the Michigan Municipal League Finance Committee. Additionally, he reviewed upcoming important dates.

15. Closed Session Items

16. Business From Closed Session

17. Adjournment

MOTION made by Council member Dandalides, Seconded by Council member Cyrowski to adjourn the January 13, 2025 Village Council Regular Meeting.
VOTING YEA: Rutt, Ford, Cyrowski, Lamb, Dandalides, Comparoni Jr
VOTING NAY: None
ABSENT: Moshier
MOTION: Carried

The January 13, 2025 Village Council Regular Meeting adjourned at 9:10 PM.

_____ _____

Teresa Rutt
President

Sonja Stout
Clerk/Treasurer

Date Approved: as presented on January 27, 2025.

Village of Lake Orion
EST 1859

COUNCIL ACTION SUMMARY SHEET

MEETING DATE: January 27, 2025

TOPIC: Approval of Village Council Special Meeting Minutes of January 15, 2025

RECOMMENDED MOTION: To approve the January 15, 2025 Village Council Special Meeting Minutes, as presented.

MINUTES

SPECIAL MEETING OF THE VILLAGE COUNCIL - CAPITAL IMPROVEMENT PLAN

Wednesday, January 15, 2025

6:00 PM

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

(248) 693-8391 ext. 102

1. Call to Order

The January 15th, 2025 Village Council Special Meeting was called to order at 6:00 PM by Pro Tem Ford.

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
DPW Director Wes Sanchez
Police Chief Mark Amundson
Deputy Clerk/Treasurer Lynsey Blough

MOTION made by Council member Comparoni Jr, Seconded by Council member Moshier to excuse President Rutt from the January 15th, 2025 Village Council Special Meeting.
VOTING YEA: Ford, Cyrowski, Moshier, Lamb, Dandalides, Comparoni Jr
VOTING NAY: None
ABSENT: Rutt
MOTION: Carried

PURPOSE OF THE SPECIAL MEETING: The purpose of the special meeting of the Village Council is to review, discuss, and consider the Village of Lake Orion Draft FY 2024-2030 Capital Improvement Plan.

3. Call to the Public

None.

4. Other Items

A. Draft FY 2024-2030 Capital Improvement Plan

Council member Dandalides requested permission from the Village Council to share his work on the Capital Improvement Plan in a PowerPoint presentation.

MOTION made by Council member Lamb, Seconded by Council member Moshier to allow Council member Dandalides to give his PowerPoint presentation to the Village Council.
VOTING YEA: Ford, Cyrowski, Moshier, Lamb, Dandalides, Comparoni Jr
VOTING NAY: None
ABSENT: Rutt
MOTION: Carried

Council Member Dandalides began his presentation by acknowledging that some of the figures he had prepared were preliminary and requested the Council's assistance in refining them. He focused on two key areas: Bonds and Special Assessments, raising an important question about their potential impact on residents. He shared his preliminary calculations and suggested that if the Village Council could allocate funds to the Capital Improvement Plan (CIP), it might help reduce the pressure on water and sewer rates. Throughout the discussion, Council Member Dandalides emphasized that the figures were not final and welcomed the Council's input to ensure accuracy.

Village Manager McClary thanked Council Member Dandalides for his presentation and clarified that, once reviewed, the presentation could be incorporated into the CIP if the Council agrees. He explained that this could happen at any time as long as a plan is in place. Village Manager McClary also noted that the introduction section referenced a $5,000 threshold for capital projects but recommended maintaining the current $2,500 threshold based on staff input and existing policy. Council Member Lamb sought clarification, and Village Manager McClary explained that this threshold affects what the Village Council adopts and aligns with Fixed Asset Management reporting. Council Member Lamb agreed with the recommendation.

In the Capital Improvement Program Financial Plan on page 17 of the Agenda Packet, Village Manager McClary explained that all revenues and expenditures would be tracked under Fund 401. However, he noted that certain projects, like the Sanitary Sewer Pump Station Improvement Project, might require separate funds, such as a construction fund and a debt service fund. He recommended adding the phrase "*unless otherwise determined by the Village Administration and the Village Council or required by law or contract*" to that section. Council Member Lamb agreed.

Village Manager McClary also highlighted the changes made during the January 8, 2025, Village Council Special Meeting, which were marked in yellow in the January 15, 2025, Agenda Packet. He

invited any questions from the Council. Council Member Dandalides appreciated the highlighted changes, and Council Members Moshier and Lamb agreed. Council Member Lamb also appreciated how the grant numbers were adjusted to make them more realistic. Council Member Dandalides added that if additional grants are received, it would be beneficial.

Village Manager McClary addressed items highlighted in green under the Sanitary Sewer System section (page 36 of the Agenda Packet), noting that these were pending confirmation from the Village Engineers about their necessity. DPW Director Wes Sanchez mentioned he would share the electronic copy of the SAW Grant Report with Village Manager McClary.

Council Member Lamb asked whether the Village Council was authorizing the Village Administration to proceed with the plan or adopting it as final. Village Manager McClary clarified that the Council would not commit to funding until it is allocated in the budget, emphasizing that the CIP itself does not represent a financial commitment. Council Member Dandalides expressed that while the CIP serves as the foundation of the plan, a complete strategy requires clear execution details. He also stated that the public needs an explanation for the increase in water and sewer rates. In response, Village Manager McClary clarified that the rate increases were publicly discussed during a formal hearing last year, with the details included in the meeting minutes and a presentation by DPW Director Sanchez.

Pro Tem Ford suggested providing a yearly projection to the public, offering a more accurate forecast of water and sewer rates, and explaining the factors that could cause fluctuations. Village Manager McClary responded that a webpage could be created to share this information, noting that assumptions could change over time. Council Member Cyrowski proposed including this information in the quarterly newsletter, which is available on the Village's website. However, Council Member Moshier suggested it would be more effective to provide the information in print, as not everyone checks the website.

Further discussions were held on special assessments. Council Member Dandalides asked Pro Tem Ford if he was concerned about costs for sidewalks, streets, and water and sewer improvements. Pro Tem Ford affirmed this concern, noting that once funds are committed to the CIP, they cannot be redirected elsewhere. He expressed concern about committing to a fixed amount, given the many variables involved in the plan.

Regarding general tax revenue, Village Manager McClary explained that water customers in the township, who are not Village residents, would not contribute to the proposed improvements, which could place the financial burden on Village taxpayers. Council Member Dandalides asked whether township residents could be special assessed, but Village Manager McClary clarified that the Village lacks the authority to assess township properties. Further discussions were also held on police mileage and outstanding matters with the Village of Lake Orion Downtown Development Authority Board.

The Village Council agreed to:

- Include a link to additional information on the utility bill for the public.
- Treat the CIP updates as part of a projected plan.

- Discuss financing options for the CIP, with a minimum one-year forecast from the Village Administration.
- Remain flexible regarding financing methods.
- Follow the Village Manager's recommendations based on the meeting discussions.

5. Call to the Public

None.

6. Adjournment

MOTION made by Council member Moshier, Seconded by Council member Dandalides, to adjourn the January 15th, 2025 Village Council Special Meeting.
VOTING YEA: Ford, Cyrowski, Moshier, Lamb, Dandalides, Comparoni Jr
VOTING NAY: None
ABSENT: Rutt
MOTION: Carried

The January 15th, 2025 Village Council Special Meeting adjourned at 7:21 PM.

_____
Stan Ford
President Pro Tem

_____
Lynsey Blough
Deputy Clerk/Treasurer

_____
Sonja Stout
Clerk/Treasurer

Date Approved: as presented on January 27, 2025.

Village of Lake Orion
EST 1859

COUNCIL ACTION SUMMARY SHEET

MEETING DATE: January 27, 2025

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

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

MINUTES

SPECIAL MEETING OF THE VILLAGE COUNCIL - SIDEWALK IMPROVEMENT PROGRAM

Thursday, January 16, 2025

6:00 PM

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

(248) 693-8391 ext. 102

1. Call to Order

The January 16, 2025 Village Council Special Meeting was called to order at 6:00 PM by Pro Tem Ford.

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
DPW Director Wes Sanchez
Clerk/Treasurer Sonja Stout

PURPOSE OF SPECIAL MEETING: The purpose of the special meeting of the Lake Orion Village Council is to (1) discuss the Village Council approval process for invoices for payment; and (2) review, discuss, and formulate a comprehensive sidewalk improvement program.

MOTION by Council Member Dandalides, seconded by Council Member Moshier to excuse President Rutt from the January 16, 2025 Village Council Special Meeting.
VOTING YEA: Ford, Cyrowski, Moshier, Lamb, Dandalides, Comparoni Jr
VOTING NAY: None
ABSENT: Rutt

MOTION: Carried

3. Call to the Public

None.

4. Other Items

A. Village Council Invoice Approval Process

Council Member Lamb reviewed the Charter, highlighting the distinction between the policy and administrative branches. He noted that the current process for bill approval involves the Village Council approving invoices after funds are already spent, which he believes does not fully align with the Charter. The Charter states that the Village Manager should report invoices quarterly, but reports are currently provided bi-weekly. Lamb suggested that the Council should only "receive and file" the reports rather than approving the invoices.

Council Member Dandalides emphasized that expenditures align with the budget and should not require Council approval, as monitoring bill payments is the Village Manager's responsibility. The Village Manager (VM) expressed no concern with this proposal and supported transitioning to a "receive and file" protocol for invoice reports, which would remain on the consent agenda unless moved by the Council.

Pro Tem Ford inquired about the agenda format under the new protocol and noted differences in invoice approval processes used by other entities, such as Paint Creek Trail. The Village Manager confirmed that those are specific policies adopted by those bodies and that the proposed "receive and file" process would allow more flexibility for administration.

MOTION made by Council Member Lamb, Seconded by Council Member Cyrowski, to revert the Village Council's bill-paying protocol to align with Charter provisions. The invoice report will continue to appear on each Regular Village Council meeting agenda, included in the consent agenda, with the recommended action being "receive and file."

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

DPW Director Sanchez and Clerk/Treasurer Stout briefed the Village Council on the current purchasing policy, including updates made following the FY 24-25 Audit, which introduced secondary approvals. Pro Tem Ford inquired about the purchasing process for the DDA, and Clerk/Treasurer Stout provided an explanation of the DDA's policy.

B. Sidewalk Improvement Program

DPW Director Sanchez explained that the meeting's purpose was to review the changes made from a previous meeting and to come to a consensus to bring the Sidewalk Improvement Program Policy back to the January 27, 2025 Village Council Regular Meeting for formal adoption. Village Manager McClary highlighted changes made since the previous meeting which

were shown in yellow. Sanchez outlined three districts—District 1, District 2, and District 3—explaining that repairs will begin in each district consecutively on an annual basis. He also identified which sidewalks are needing repair, gaps in District 1, and he provided the links to the Silversmith system, which includes photos and data. Sidewalks requiring repair will be marked with paint within the Village.

Sanchez provided a tutorial on the Silversmith system, setting up usernames and passwords for Council members to review district sidewalks. Village Manager McClary reviewed the proposed program schedule, to be attached to the minutes, and explained the two types of hearings required: Needs and Special Assessment hearings that are necessary for the Sidewalk Improvement Program. Discussions involved notification procedures for residents, emphasizing that notifications should clearly outline the project, include a public hearing date(s), and specify the sidewalk slabs to be addressed for each resident. Residents will have the opportunity to submit written objections and also attend the upcoming hearings which will be clearly outlined in their notification letter.

Brenda Byers suggested including ADA compliance information in resident letters and asked about payment options for assessments. The Council clarified that residents could pay upfront or through taxes, outsource work (subject to inspection), and also have the option to split payments exceeding $500, though interest would apply to unpaid balances.

Council Member Moshier proposed including cost estimates for sidewalk slabs in resident notifications, with a disclaimer that these are approximations. The DPW will gather average costs, bid out the project, and present the bids to the Council before preparing the special assessment roll for a public hearing. Sidewalk ramps will be funded by the Village, as specified in the Charter.

Discussions also covered grinding versus replacing sidewalks, with Brenda Byers noting that new cement may differ in color, requiring communication with residents. Pro Tem Ford raised concerns about addressing sidewalk gaps, starting with District 1. It was determined that the Capital Improvement Plan (CIP) will help fund these gaps and will be addressed in each District. Various grants were discussed for future funding and reimbursement opportunities.

The Council reached a consensus to have the Village Manager present the policy for adoption at the January 27, 2025, meeting, along with a resolution and a draft of the resident notification.

Council Member Dandalides raised concerns over meeting minutes and recordings, referencing a social media post. Clerk/Treasurer Stout clarified that all special meetings are recorded, regular meetings are recorded by ONTV and audio, and minutes are available to the public within eight days. Approved minutes are posted on the Village website the following day, along with the agenda, packet, and ONTV recording. Committee meeting minutes are also public records and must be maintained.

5. Call to the Public

None.

6. Adjournment

MOTION made by Council member Cyrowski, Seconded by Council member Moshier to adjourn the January 21, 2025 Village Council Special Meeting.

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

The January 16, 2025 Village Council Special Meeting adjourned at 7:39 PM.

_____ _____

Stan Ford
Pro Tem

Sonja Stout
Village Clerk/Treasurer

Date Approved: January 27, 2025 as presented.

DISTRICT #1 SIDEWALK PROJECT SCHEDULE

1. **January 27, 2025** – Adoption of Sidewalk Improvement Program Policy
2. **January 27, 2025** – Adopt resolution scheduling Sidewalk Improvement Program District #1 Project needs public hearing for February 10, 2025, to provide an opportunity for affected property owners to protest the need to repair sidewalk abutting their properties
3. **January 28, 2025** – Administration will mail out notices to affected property owners regarding the public hearing and the proposed improvements to sidewalk abutting their properties
4. **February 10, 2025** – Village Council conducts a needs public hearing, receives comments on the proposed sidewalk improvements from affected property owners, and either adopts, rejects, or modifies and adopts a resolution determining that the public convenience or necessity requires that any sidewalk shall be considered for improvement and directing the Village Manager to file with the Village Clerk an estimate in writing showing the number of square feet of sidewalk required to be built or rebuilt adjacent to each lot or parcel or parcels of land
5. **February 20, 2025** – Village Administration submits to the Village Clerk an estimate in writing showing the number of square feet of sidewalk required to be built or rebuilt adjacent to each lot or parcel or parcels of land named in the Council resolution
6. **February 21, 2025** – Village Clerk delivers copy of Council resolution and Village Administration's estimate to each affected property owner
7. **February 24, 2025** – Village Administration submits estimate to the Village Council for consideration; Council accepts or rejects estimate, and, if accepting, directs the Village Manager to prepare bid specifications and contract documents and to proceed to competitively bid the sidewalk improvement project
8. **March 24, 2025** – Village Administration submits bid results to Village Council, together with an estimate of the cost of improvement to sidewalk abutting each affected property; Council directs the Village Assessor to prepare special assessment roll; Council schedules public hearing on special assessment roll for April 28, 2025
9. **March 25, 2025** – Village Clerk sends notice of special assessment roll public hearing together with description of sidewalk improvements abutting each affected property together with estimate of cost
10. **April 28, 2025** – Council conducts special assessment roll public hearing and adopts resolution determining to proceed with project; Council awards contract for sidewalk improvements
11. **July 1, 2025 –** Special assessments billed with taxes; due by August 31, 2025
12. **July – August 2025 –** Sidewalk Improvement Project District #1 improvements completed

Village of Lake Orion
EST 1859

COUNCIL ACTION SUMMARY SHEET

MEETING DATE: January 27, 2025

TOPIC: Receive and File of Planning Commission Regular Meeting Minutes of December 2, 2024

RECOMMENDED MOTION: To receive and file of Planning Commission Regular Meeting Minutes of December 2, 2024, as presented.

MINUTES

REGULAR MEETING OF THE PLANNING COMMISSION

Monday, December 2, 2024

6:30 PM

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

(248) 693-8391 ext. 102

1. Call to Order

The Monday, December 2, 2024 Regular Meeting of the Lake Orion Planning Commission was called to order by Chairperson Zsenyuk at 6:30 PM.

2. Pledge of Allegiance

3. Roll Call and Determination of Quorum

PRESENT
Chairperson James Zsenyuk
Secretary Henry Lorant
Commissioner Teresa Rutt
Commissioner Larry Dunn
Commissioner Michael Lamb
Commissioner/Administrative Official Darwin McClary

ABSENT
Commissioner Edward Sabol

STAFF PRESENT
Planning and Zoning Coordinator Gage Belko
Recording Secretary Danielle Smith

4. Approval of Agenda

Secretary Lorant moved, Commissioner Dunn seconded, to approve the agenda for the December 2, 2024 Planning Commission Regular Meeting as presented.
(*This motion was not voted on.*)

Commissioner McClary moved, Commissioner Lamb seconded, to approve the agenda for the December 2, 2024 Planning Commission Regular Meeting, as amended, removing item 9a. Master

Plan Amendment – Strategic Action Plan Update and Draft Review.
AYES: Zsenyuk, Lorant, Rutt, Dunn, Lamb, McClary
NAYS: None
ABSENT: Sabol
MOTION: Carried

5. Approval of Minutes

A. Approval of November 4, 2024 Planning Commission Regular Meeting Minutes
Commissioner McClary moved, Secretary Lorant seconded, to approve the November 4, 2024 Planning Commission Regular Meeting Minutes as presented.
AYES: Zsenyuk, Lorant, Rutt, Dunn, Lamb, McClary
NAYS: None
ABSENT: Sabol
MOTION: Carried

6. Public Comments on Non-Agenda Items Only
None.

7. Public Hearing
None.

8. Old Business
None.

9. New Business

A. Master Plan Amendment – Strategic Action Plan Update and Draft Review
Item removed from agenda.

B. Monthly Planning and Zoning Report – November 2024
Planner Belko provided a written report on recent planning and zoning activities within the Village and was available to answer any questions of the Commission.

Secretary Lorant moved, Commissioner McClary seconded, to receive and file the November 2024 Monthly Planning and Zoning Report.
AYES: Zsenyuk, Lorant, Rutt, Dunn, Lamb, McClary
NAYS: None
ABSENT: Sabol
MOTION: Carried

C. Adopt the 2025 Planning Commission Meeting Schedule
Pursuant to the Open Meetings Act, public bodies are required to adopt and publish a schedule of their meetings prior to the start of each year. Currently, the Planning Commission meets on the first Monday of each month at 6:30 p.m., unless otherwise designated in its meeting schedule.

Commissioner McClary moved, Secretary Lorant seconded, to adopt the meeting schedule establishing the 2025 meeting dates for the Planning Commission for the Village of Lake Orion and to authorize the clerk to post the schedule pursuant to the Open Meetings Act.

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

10. Commissioners' Comments Regarding Planning and Zoning Matters

Commissioner Lamb stated he sent an email notifying the Planning Commission that he filed a complaint with the State of Michigan regarding the current process the DDA uses when it comes to approvals. Commissioner Lamb stated the DDA needs to have their plans approved through the Planning Commission and would like the DDA director to attend a commission meeting to discuss this issue.

Secretary Lorant said he did not receive Commissioner Lamb's email regarding the DDA issue. Commissioner Lamb said he would resend the email.

Secretary Lorant further stated that plans are not yet set for the DDA and the DDA is aware that they must work with the Planning Commission to get their plans reviewed.

Commissioner Rutt is looking forward to reviewing the Master Plan at the next Planning Commission meeting.

Commissioner Dunn asked Planner Belko to confirm whether the project at 141 W. Elizabeth was withdrawn from the Master Plan. Planner Belko confirmed the project was withdrawn in October 2024.

Commissioner McClary stated it is his understanding that the DDA has not prepared a site plan yet for the lumber yard property and that the DDA is aware they must come before the commission in order to get those plans reviewed.

Commissioner McClary further stated the Village Council has a special meeting scheduled for December 16 at 6:30 p.m.

Commissioner McClary shared that beginning in January, the Village Council will work on establishing a sidewalk improvement program and will be working on the capital improvement plan.

Chairperson Zsenyuk wished everyone a Merry Christmas, happy holiday and Happy New Year.

11. Next Regular Meeting – January 6, 2025

12. Adjournment

Secretary Lorant moved, Commissioner Dunn seconded, to adjourn the meeting at 6:41 p.m.

AYES: Zsenyuk, Lorant, Rutt, Dunn, Lamb, McClary
NAYS: None
ABSENT: Sabol

MOTION: Carried

_____
Henry Lorant
Secretary

_____
Sonja Stout
Clerk/Treasurer

_____
Danielle Smith
Recording Secretary

Date Approved: January 6, 2025

Village of Lake Orion
EST 1859

COUNCIL ACTION SUMMARY SHEET

MEETING DATE: January 27th, 2025

TOPIC Receive and file Invoice Distribution Report for December 18, 2024

RECOMMENDED MOTION: Receive and file the Invoice Distribution Report in the amount of $149,681.79 of which $10,754.88 are DDA bills for a net total of $138,926.91, which were approved for payment on December 18, 2024 based off of approval from Council at the October 14, 2024 meeting to approve and pay the necessary bills during the holidays to avoid late fees.

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

EXP CHECK RUN DATES 12/18/2024 - 12/18/2024
POSTED AND UNPOSTED
PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 101 GENERAL FUND					
Department: 000 REVENUE					
101-000-228-100	DUE TO STATE OF MICHIGAN -	STATE OF MICHIGAN	FINGERPRINTS PRINTED 11-6-24	43.25	34111
101-000-228-100	DUE TO STATE OF MICHIGAN -	STATE OF MICHIGAN	FINGERPRINTS PRINTED 9/19/24 COMPTON	43.25	34111
101-000-247-000	Remittance	BLUE CARE NETWORK OF MICHI	Remittance Check	1,588.54	34118
101-000-279-000	GENERAL PORTION	BLUE CROSS BLUE SHIELD OF	HEALTH COVERAGE FOR ROSSMAN/SHANK JAN	777.27	34076
101-000-279-000	RETIREE HEALTHCARE-RETIREE	BCBSM MEDICARE ADVANTAGE	RETIREE COVERAGE 1-1-2025-1-30-2025	1,028.73	34073
101-000-281-005	SITE PLAN & CONSTRUCTION P	NOWAK & FRAUS ENGINEERS	N034 CONSTELLATION BAY THRU NOVEMBER	531.25	34101
101-000-281-010	SITE PLAN REVIEW	NOWAK & FRAUS ENGINEERS	N033-01 STARBOARD BROADWAY	375.00	34100
101-000-281-012	ESCROW MYSTIC COVE	BEIER HOWLETT, P.C.	GENERAL MATTERS SERVICES THRU NOVEMBE	49.50	34074
101-000-281-012	SITE PLAN, CONTRUCTION PLA	NOWAK & FRAUS ENGINEERS	N035 MYSTIC COVE THRU NOVEMBER 24, 20	250.00	34101
			Total Department 000 REVENUE	4,686.79	
Department: 215 VILLAGE CLERK					
101-215-727-000	COAT RACK CLERK	AMAZON CAPITAL SERVICES	SUPPLIES	17.24	34069
101-215-801-000	BZA MINUTES 12.12.2024	SMITH, DANIELLE		150.00	34109
101-215-956-000	IIMC MEMBERSHIP	INTERNATIONAL INSTITUTE OF	ANNUAL MEMBERSHIP	220.00	34095
			Total Department 215 VILLAGE CLERK	387.24	
Department: 228 Information Technology					
101-228-801-000	BS&A CLOUD SOFTWARE UPGRAD	BS&A SOFTWARE	BS&A FINANCIAL SOFTWARE MIGRATION TO	0.00	34079
101-228-801-000	BS&A CLOUD MODULES ANNUAL	BS&A SOFTWARE	BS&A FINANCIAL SOFTWARE MIGRATION TO	14,450.00	34079
			Total Department 228 Information Technology	14,450.00	
Department: 260 GENERAL ACTIVITIES					
101-260-716-001	RETIREE HEALTHCARE	BCBSM MEDICARE ADVANTAGE	RETIREE COVERAGE 1-1-2025-1-30-2025	900.15	34073
101-260-727-000	KROGER	COMERICA BANK	CREDIT CARD-WES NOVEMBER	11.10	273
101-260-727-000	VILLAGE WATER RENTAL	CRYSTAL WATER COMPANY	VILLAGE WATER DECEMBER	31.00	34084
101-260-727-000	MONTHLY DESK CALENDARS	AMAZON CAPITAL SERVICES	SUPPLIES	23.00	34069
101-260-727-000	WRITING PAD	AMAZON CAPITAL SERVICES	SUPPLIES	9.05	34069
101-260-729-000	POSTAGE APRIL	QUADIENT POSTAGE FUNDING	POSTAGE	544.08	34107
101-260-730-000	BASE CHARGE NOVEMBER	XEROX CORPORATION	COPIER LEASE NOVEMBER	241.22	34116
101-260-730-000	COLOR	XEROX CORPORATION	COPIER LEASE NOVEMBER	130.89	34116
101-260-730-000	B/W	XEROX CORPORATION	COPIER LEASE NOVEMBER	11.41	34116
101-260-730-000	NOVEMBER BASE CHARGE	XEROX CORPORATION	COPIER DMP INTEG CNTRL	91.09	34116
101-260-830-000	12/1/24-12/31/24	PRIORITY WASTE	MONTHLY CURBSIDE COLLECTION ACC32147	21,874.60	34106
101-260-920-000	20 E SHADBOLT ACCT # 1030	CONSUMERS ENERGY	NOVEMBER BILL	18.36	34082
101-260-920-000	21 E CHURCH ACCT# 1030 170	CONSUMERS ENERGY	NOVEMBER BILL	758.75	34082
101-260-921-000	STREETLIGHTS	DTE ENERGY	NOVEMBER BILL STREETLIGHTS	4,113.92	34088
101-260-930-000	MATS FOR VILLAGE OFFICE 12	DarWel ENTERPRISES LLC	MONTHLY MAT RENTAL VILLAGE OFFICES	195.97	34086
101-260-930-000	ACCT 28473094 VILLAGE MONT	ORKIN PEST CONTROL	MONTHLY PEST BILL JANUARY 2025	114.00	34104
101-260-956-000	MEMBERSHIP DUES 2024	SOUTHEAST MI COUNCIL OF GO	SEMCOG MEMBERSHIP DUES 2024	924.00	34110
101-260-956-000	12/1/24-12/31/24	BASIC BENEFITS	MONTHLY COBRA FEE - DECEMBER	33.97	34072
			Total Department 260 GENERAL ACTIVITIES	30,026.56	
Department: 721 PLANNING AND ZONING					
101-721-801-000	DEC 2, 2024 PLANNING COMMI	SMITH, DANIELLE	PLANNING COMM MEETING 12.2.24	150.00	34109
			Total Department 721 PLANNING AND ZONING	150.00	
Department: 880 CONTRACT SERV - LEAGAL/ACCTING/ENGINEER					
101-880-806-000	M629 GENERAL ENGINEERING	NOWAK & FRAUS ENGINEERS	M629 GENERAL ENGINEERNIG SERVICES THR	825.00	34100
101-880-806-000	N885 ENGINEERING DESIGN 10	NOWAK & FRAUS ENGINEERS	N885 ENGINEERING DESIGN THRU NOVEMBER	320.00	34100
101-880-811-000	101	BEIER HOWLETT, P.C.	GENERAL MATTERS SERVICES THRU NOVEMBE	291.00	34074

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: 101 GENERAL FUND					
Department: 880 CONTRACT SERV - LEAGAL/ACCTING/ENGINEER					
101-880-811-000	FEES	BEIER HOWLETT, P.C.	GENERAL MATTERS SERVICES THRU NOVEMBE	1,974.45	34074
			Total Department 880 CONTRACT SERV - LEAGAL/ACCTING/ENGINEER	3,410.45	
			Total Fund 101 GENERAL FUND	53,111.04	
Fund: 202 MAJOR STREET FUND					
Department: 000 REVENUE					
202-000-247-000	Remittance	BLUE CROSS BLUE SHIELD OF	Remittance Check	223.97	34119
			Total Department 000 REVENUE	223.97	
Department: 260 GENERAL ACTIVITIES					
202-260-801-000	N885 ENGINEERING DESIGN 20	NOWAK & FRAUS ENGINEERS	N885 ENGINEERING DESIGN THRU NOVEMBER	640.00	34100
			Total Department 260 GENERAL ACTIVITIES	640.00	
Department: 463 ROUTINE MAINTENANCE					
202-463-801-000	11/26/24	WASTE MANAGEMENT OF MICHIG	STREET SWEEPING WASTE	276.83	34115
202-463-801-000	STREET SWEEPING 11/10/24	CURBCO SWEEPING	STREET SWEEPING	150.00	34085
			Total Department 463 ROUTINE MAINTENANCE	426.83	
Department: 478 WINTER MAINTENANCE					
202-478-726-000	ROAD SALT	DETROIT SALT COMPANY	ROAD SALT	3,331.35	34087
			Total Department 478 WINTER MAINTENANCE	3,331.35	
			Total Fund 202 MAJOR STREET FUND	4,622.15	
Fund: 203 LOCAL STREET FUND					
Department: 000 REVENUE					
203-000-247-000	Remittance	BLUE CROSS BLUE SHIELD OF	Remittance Check	367.72	34119
			Total Department 000 REVENUE	367.72	
Department: 260 GENERAL ACTIVITIES					
203-260-801-000	N885 ENGINEERING DESIGN 10	NOWAK & FRAUS ENGINEERS	N885 ENGINEERING DESIGN THRU NOVEMBER	320.00	34100
			Total Department 260 GENERAL ACTIVITIES	320.00	
Department: 875 CONSTRUCTION					
203-875-977-000	PARK AVE RETAINING WALL	NOWAK & FRAUS ENGINEERS	M718 PARK AVENUE RTAINING WALL THRU N	1,086.25	34100
			Total Department 875 CONSTRUCTION	1,086.25	
			Total Fund 203 LOCAL STREET FUND	1,773.97	
Fund: 207 POLICE FUND					
Department: 000 REVENUE					
207-000-247-000	Remittance	BLUE CARE NETWORK OF MICHI	Remittance Check	974.09	34118
			Total Department 000 REVENUE	974.09	
Department: 301 POLICE/SHERIFF/CONSTABLE					
207-301-716-001	POLICE PORTION	BLUE CROSS BLUE SHIELD OF	HEALTH COVERAGE FOR ROSSMAN/SHANK JAN	2,331.75	34076
207-301-716-001	RETIREE HEALTHCARE	BCBSM MEDICARE ADVANTAGE	RETIREE COVERAGE 1-1-2025-1-30-2025	900.15	34073
207-301-727-000	AMAZON WHITE OUT / THUMB D	COMERICA BANK	CREDIT CARD- MARK AUGUST	136.51	273
207-301-727-000	MONTHLY DESK CALENDARS	AMAZON CAPITAL SERVICES	SUPPLIES	23.00	34069
207-301-730-000	POLICE PRINTER RICOH CONTR	U.S. BANK EQUIPMENT FINANC	RICOH CONTRACT PAYMENT POLICE PRINTER	119.72	34112
207-301-730-000	COPY CHARGES BW-$16.39,COL	APPLIED INNOVATION	POLICE COPY MACHINE DECEMBER 2024	130.86	34070
207-301-730-000	FREIGHT	APPLIED INNOVATION	POLICE COPY MACHINE DECEMBER 2024	5.23	34070

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 207 POLICE FUND					
Department: 301 POLICE/SHERIFF/CONSTABLE					
207-301-740-000	TUNGSTEN PROGRAM YEARLY SU	COMERICA BANK	CREDIT CARD- MARK AUGUST	189.74	273
207-301-740-000	AMAZON - LATEX GLOVES	COMERICA BANK	CREDIT CARD- MARK AUGUST	49.99	273
207-301-740-000	TUNGSTEN TAX REIMBURSEMENT	COMERICA BANK	CREDIT CARD- MARK AUGUST	(10.74)	273
207-301-801-000	ICHAT RESERVES KIMBLE BERR	COMERICA BANK	CREDIT CARD- MARK AUGUST	40.00	273
207-301-802-000	PROSECUTIONS	BEIER HOWLETT, P.C.	PROSECUTIONS-SERVICES THRU NOVEMBER 3	4,204.25	34074
207-301-802-000	POLICE	BEIER HOWLETT, P.C.	GENERAL MATTERS SERVICES THRU NOVEMBE	355.50	34074
207-301-804-000	SHERIFF DISPATCH SERVICES	OAKLAND COUNTY TREASURER	SHERIFF DISPATCH SERVICES INVOICE DAT	3,840.00	34117
207-301-930-000	11/13/24 POLICE LOCKERS	HOME DEPOT CREDIT SERVICES	DPW MULTIPLE PURCHASES NOVEMBER	379.98	34094
207-301-930-003	WINTERIZE PLUS CHANGE WATE	OAKLAND MOBILE MARINE	MAINT OF LOPD BOAT	1,401.87	34102
207-301-930-003	RATCHET STRAPS	AutoZone	BOAT RATCHET STRAPS	24.24	34071
207-301-932-000	SWAY BAR BROKE #504	SKALNEK FORD	SWAY BAR #504	180.76	34108
207-301-932-000	DURALAST PLATINUM BATTERY	AutoZone	DURALAST PLATINUM BATTERY	190.99	34071
			Total Department 301 POLICE/SHERIFF/CONSTABLE	14,493.80	
			Total Fund 207 POLICE FUND	15,467.89	
Fund: 225 DEPT OF PUBLIC WORKS FUND					
Department: 000 REVENUE					
225-000-123-000	RETIREE HEALTHCARE	BCBSM MEDICARE ADVANTAGE	RETIREE COVERAGE 1-1-2025-1-30-2025	3,343.41	34073
225-000-247-000	Remittance	BLUE CROSS BLUE SHIELD OF	Remittance Check	5,503.89	34119
			Total Department 000 REVENUE	8,847.30	
Department: 441 DEPARTMENT OF PUBLIC WORKS					
225-441-740-000	11/4/24 SHOP SUPPLIES	HOME DEPOT CREDIT SERVICES	DPW MULTIPLE PURCHASES NOVEMBER	99.90	34094
225-441-740-000	MONTHLY DESK CALENDARS	AMAZON CAPITAL SERVICES	SUPPLIES	23.00	34069
225-441-740-000	REFILL 158754	LAKE ORION EQUIPMENT RENTA	PROPANE REFILL	68.00	34097
225-441-740-000	STIHL AIR FILTER 7190294	CONTRACTORS CONNECTION	OPERATING SUPPLIES	34.30	34083
225-441-740-000	16" DIAMOND CONCRETE BLADE	CONTRACTORS CONNECTION	OPERATING SUPPLIES	220.00	34083
225-441-740-000	3/8 CLEVIS HOOK	CONTRACTORS CONNECTION	OPERATING SUPPLIES	15.30	34083
225-441-740-000	3/8 CLEVIS HOOK W/ LATCH	CONTRACTORS CONNECTION	OPERATING SUPPLIES	7.85	34083
225-441-741-000	PROD ROD PROBE	CONTRACTORS CONNECTION	OPERATING SUPPLIES	65.00	34083
225-441-741-000	DIABLO MASONARY DRILL BIT	CONTRACTORS CONNECTION	OPERATING SUPPLIES	9.00	34083
225-441-741-000	RED DEVIL BENT KNIFE	CONTRACTORS CONNECTION	OPERATING SUPPLIES	9.90	34083
225-441-820-000	ALEKS WILSON	UHAN'S DEPARTMENT STORE	CLOTHING ALLOWANCE	125.00	34113
225-441-820-000	JOSE LICEA	UHAN'S DEPARTMENT STORE	CLOTHING ALLOWANCE	95.00	34113
225-441-820-000	WORK BOOTS	BOOT BARN	CLOTHING ALLOWANCE	328.48	34077
225-441-820-000	INSOLES AND WORK PANTS	BOOT BARN	CLOTHING ALLOWANCE	130.47	34077
225-441-865-000	SHELL OIL	COMERICA BANK	CREDIT CARD-WES NOVEMBER	49.16	273
225-441-920-000	362 CASS ACCT# 1030 1701 1	CONSUMERS ENERGY	NOVEMBER BILL	618.08	34082
225-441-920-000	333 CASS ST ACT # 1030 170	CONSUMERS ENERGY	NOVEMBER BILL	0.00	34082
225-441-930-000	11/6/24 FLEX COUPLING	HOME DEPOT CREDIT SERVICES	DPW MULTIPLE PURCHASES NOVEMBER	66.83	34094
225-441-930-000	11/6/24 FLEX COUPLING	HOME DEPOT CREDIT SERVICES	DPW MULTIPLE PURCHASES NOVEMBER	(66.83)	34094
225-441-930-000	11/6/24 GARAGE MAINT	HOME DEPOT CREDIT SERVICES	DPW MULTIPLE PURCHASES NOVEMBER	63.05	34094
225-441-931-000	HYDRAULIC HOSE I1738768	EXOTIC AUTOMATION & SUPPLY	REPAIR HYDRAULIC HOSES	115.49	34091
225-441-931-000	HYDRAULIC HOSE I1736868	EXOTIC AUTOMATION & SUPPLY	REPAIR HYDRAULIC HOSES	105.07	34091
225-441-931-000	SECONDARY WORK LIGHT 27603	BOSTICK TRUCK CENTER	PLOW AND SALTER REPAIR PARTS	109.12	34078
225-441-931-000	BLADE GUIDES 276032	BOSTICK TRUCK CENTER	PLOW AND SALTER REPAIR PARTS	47.70	34078
225-441-931-000	BEARING 275898	BOSTICK TRUCK CENTER	PLOW AND SALTER REPAIR PARTS	39.80	34078
225-441-932-000	LEAF MACHINE REPAIR	MACQUEEN	LEAF MACHINE REPAIR	8,850.23	34098
			Total Department 441 DEPARTMENT OF PUBLIC WORKS	11,228.90	

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Fund: 225 DEPT OF PUBLIC WORKS FUND					
Department: 443 PHASE II STORMWATER					
225-443-801-000	N885 ENGINEERING DESIGN 10	NOWAK & FRAUS ENGINEERS	N885 ENGINEERING DESIGN THRU NOVEMBER	320.00	34100
			Total Department 443 PHASE II STORMWATER	320.00	
			Total Fund 225 DEPT OF PUBLIC WORKS FUND	20,396.20	
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Department: 260 GENERAL ACTIVITIES					
248-260-823-000	INV T9009138990-111224 CLI	COMERICA BANK	NOVEMBER CREDIT CARD - DDA	57.00	273
248-260-823-000	INV 202052372515 - WEB HOS	COMERICA BANK	NOVEMBER CREDIT CARD - DDA	25.00	273
248-260-823-000	INV 2937456570 - ADOBE	COMERICA BANK	NOVEMBER CREDIT CARD - DDA	21.19	273
248-260-823-000	INV BC2953D1-0032 FLOWCODE	COMERICA BANK	NOVEMBER CREDIT CARD - DDA	9.95	273
248-260-851-000	INV 8529101420028897 - 118	COMCAST	PHONE INTERNET	195.77	34081
248-260-851-000	INV 733733 - MISWITCH	COMERICA BANK	NOVEMBER CREDIT CARD - DDA	90.29	273
248-260-920-000	118 N BROADWAY	CONSUMERS ENERGY	GAS - DDA OFFICE	167.80	34082
248-260-921-000	ACCTY 920009680652 - 24 FR	DTE ENERGY	STREET LIGHTS	38.93	34088
248-260-921-000	ACCT 910040951600 - 491 S	DTE ENERGY	STREET LIGHTS	139.13	34088
248-260-921-000	ACCT 910040951659 - 38 E F	DTE ENERGY	STREET LIGHTS	566.30	34088
248-260-921-000	ACCT 910040951725 - 22 E S	DTE ENERGY	STREET LIGHTS	192.84	34088
248-260-921-000	ACCT 910040951774 - 38 S W	DTE ENERGY	STREET LIGHTS	62.11	34088
248-260-921-000	ACCT 910040951824 - 380 S	DTE ENERGY	STREET LIGHTS	43.20	34088
248-260-940-000	UHAUL - TRUCK RENTAL	COMERICA BANK	NOVEMBER CREDIT CARD - DDA	33.74	273
248-260-942-000	Office Expenses	EVRAFTER LLC	MOLD TESTING IN DDA OFFICE	450.00	34090
248-260-958-000	BROADWAY EMPROIDERY - MERC	COMERICA BANK	NOVEMBER CREDIT CARD - DDA	8.48	273
			Total Department 260 GENERAL ACTIVITIES	2,101.73	
Department: 725 ORGANIZATION					
248-725-822-000	SNAPRETAIL - NEWSLETTER	COMERICA BANK	NOVEMBER CREDIT CARD - DDA	65.00	273
248-725-825-000	CERTIFICATES: 4575 4574	GREEN HIPPO GIFTS	DOWNTOWN DOLLARS	50.00	34093
248-725-826-000	SHARED REVENUE - 70% OF $3	ORION HISTORICAL SOCIETY	HERE LIES LAKE ORION TOURS REVENUE	260.40	34103
248-725-826-000	AERIALS - NETRONLINE	COMERICA BANK	NOVEMBER CREDIT CARD - DDA	30.00	273
			Total Department 725 ORGANIZATION	405.40	
Department: 726 DESIGN					
248-726-975-001	11/4/24	HOME DEPOT CREDIT SERVICES	DPW MULTIPLE PURCHASES NOVEMBER	139.85	34094
			Total Department 726 DESIGN	139.85	
Department: 728 ECONOMIC DEVELOPMENT					
248-728-801-000	INV 1012 - ILLUMILAWN CONT	COMERICA BANK	NOVEMBER CREDIT CARD - DDA	880.00	273
248-728-886-000	RIBBON CUTTING FRAMES	JANET BLOOM	REIMBURSEMENT	10.79	34096
248-728-888-000	INV 367866 - ADVERTISING	VIEW NEWSPAPER GROUP	MARKETING	1,656.00	34114
248-728-888-000	DOLLAR TREE (CREDIT)	COMERICA BANK	NOVEMBER CREDIT CARD - DDA	(23.85)	273
248-728-888-000	FACEBOOK - PROMOTE	COMERICA BANK	NOVEMBER CREDIT CARD - DDA	6.98	273
248-728-888-000	ORION CHAMBER - AWARDS	COMERICA BANK	NOVEMBER CREDIT CARD - DDA	120.00	273
			Total Department 728 ECONOMIC DEVELOPMENT	2,649.92	
Department: 729 PROMOTION					
248-729-880-005	INV 2707 - SHOPPING PASSPO	EPRINT SOLUTION LLC	MARKETING	68.00	34089
248-729-880-005	CARRIAGE - HOMETOWN HOLIDA	BLACKSTONE STABLES	CARRIAGE RIDES	2,150.00	34075
248-729-880-005	MRS. CLAUSE CAPE - POLAR E	JANET BLOOM	REIMBURSEMENT	15.00	34096
248-729-880-005	AMZN - IZ1V72P43 - BELLS (	COMERICA BANK	NOVEMBER CREDIT CARD - DDA	139.00	273
248-729-880-012	JOANN STORES - TREE LIGHTI	COMERICA BANK	NOVEMBER CREDIT CARD - DDA	44.04	273

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Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Department: 729 PROMOTION					
248-729-880-012	HARVVEST TIME - TREE LIGHT	COMERICA BANK	NOVEMBER CREDIT CARD - DDA	41.34	273
248-729-880-012	STONES ACE - TREE LIGHTING	COMERICA BANK	NOVEMBER CREDIT CARD - DDA	32.94	273
248-729-880-012	GREAT LAKES ACE - TREE LIG	COMERICA BANK	NOVEMBER CREDIT CARD - DDA	25.42	273
248-729-880-012	MENARDS - TREE LIGHTING	COMERICA BANK	NOVEMBER CREDIT CARD - DDA	34.96	273
248-729-880-012	GFS STORE - TREE LIGHTING	COMERICA BANK	NOVEMBER CREDIT CARD - DDA	230.95	273
			Total Department 729 PROMOTION	2,781.65	
			Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND	8,078.55	
Fund: 301 DOWNTOWN DEV BOND PROJECT 2023					
Department: 901 905					
301-901-950-000	INV 110258 - LUMBER YARD S	PEA GROUP	ENGINEERING SERVICES	2,650.00	34105
301-901-950-000	UPS STORE - COPIES (SITE P	COMERICA BANK	NOVEMBER CREDIT CARD - DDA	26.33	273
			Total Department 901 905	2,676.33	
			Total Fund 301 DOWNTOWN DEV BOND PROJECT 2023	2,676.33	
Fund: 592 WATER AND SEWER FUND					
Department: 000 REVENUE					
592-000-247-000	Remittance	BLUE CROSS BLUE SHIELD OF	Remittance Check	181.65	34119
			Total Department 000 REVENUE	181.65	
Department: 548 SEWER ACTIVITIES					
592-548-801-000	6/1/23- 9/30/23	GREAT LAKES WATER AUTHORIT	LEAD AND COPPER TESTING FEE	900.00	34092
592-548-801-000	DWSRF/CWSRF GRANT WRITING	NOWAK & FRAUS ENGINEERS	M809- GRANT ASSISTANCE/GRANT WRITING	412.50	34100
592-548-801-000	N885 ENGINEERING DESIGN 25	NOWAK & FRAUS ENGINEERS	N885 ENGINEERING DESIGN THRU NOVEMBER	800.00	34100
592-548-975-001	ORD. 38.04 BONDS PUBLIC	VIEW NEWSPAPER GROUP	NEWSPAPER POSTINGS	790.00	34114
592-548-975-001	SITE PLAN REVIEW/CONSTRUCT	NOWAK & FRAUS ENGINEERS	N434 SANITARY SEWER PUMP STATION IMPR	250.00	34101
			Total Department 548 SEWER ACTIVITIES	3,152.50	
Department: 556 WATER ACTIVITIES					
592-556-745-000	SCH1-00000-EAST-01	CHARTER TOWNSHIP OF ORION	WATER/SEWER BILL NOVEMBER	28,288.75	34080
592-556-745-000	LAP1-000000-SOUT-01 S LAPE	CHARTER TOWNSHIP OF ORION	WATER/SEWER BILL NOVEMBER	9,795.38	34080
592-556-745-000	LAP2-000000-NORT-02 N LAPE	CHARTER TOWNSHIP OF ORION	WATER/SEWER BILL NOVEMBER	4.27	34080
592-556-801-000	N885 ENGINEERING DESIGN 25	NOWAK & FRAUS ENGINEERS	N885 ENGINEERING DESIGN THRU NOVEMBER	800.00	34100
592-556-806-000	ANNUAL FEE 20250813	MISS DIG SYSTEM INC	MISSDIG ANUAL MAINTENANCE FEE	1,333.11	34099
			Total Department 556 WATER ACTIVITIES	40,221.51	
			Total Fund 592 WATER AND SEWER FUND	43,555.66	

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY FUND ---					
		101	GENERAL FUND	53,111.04	
		202	MAJOR STREET FUND	4,622.15	
		203	LOCAL STREET FUND	1,773.97	
		207	POLICE FUND	15,467.89	
		225	DEPT OF PUBLIC WORKS FUND	20,396.20	
		248	DOWNTOWN DEVELOPMENT AUTHORITY FUND	8,078.55	
		301	DOWNTOWN DEV BOND PROJECT 2023	2,676.33	
		592	WATER AND SEWER FUND	43,555.66	
		Total For All Funds:		149,681.79	

Village of Lake Orion
EST 1859

COUNCIL ACTION SUMMARY SHEET

MEETING DATE: January 27, 2025

TOPIC: Invoice Report – January 27, 2025

RECOMMENDED MOTION: To receive and file the January 27, 2025 bills in the amount of $258,945.74 of which $88,500.61 are DDA bills for a net total of $170,445.13.

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

EXP CHECK RUN DATES 01/28/2025 - 01/28/2025
POSTED AND UNPOSTED
OPEN

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 101 GENERAL FUND					
Department: 000 REVENUE					
101-000-279-000	RETIREE HEALTHCARE-RETIREE	BCBSM MEDICARE ADVANTAGE	RETIREE COVERAGE FEBRUARY 2025	1,028.73	None
101-000-279-000	GENERAL PORTION	BLUE CROSS BLUE SHIELD OF	HEALTH COVERAGE FOR SHANK FEBRUARY 20	259.09	None
			Total Department 000 REVENUE	1,287.82	
Department: 215 VILLAGE CLERK					
101-215-801-000	ORDS. 18.30, 2.37, 13.07,	AMERICAN LEGAL PUBLISHING	ORDINANCE PUBLICATION 18.30, 2.37, 13	40.00	None
101-215-801-000	PC MINUTES JAN 6 25	SMITH, DANIELLE	JANUARY 6 2025 PLANNING COMMISSION ME	150.00	None
			Total Department 215 VILLAGE CLERK	190.00	
Department: 228 Information Technology					
101-228-801-000	MONTHLY BILLING FOR JANUAR	VC3, INC.	MONTHLY BILLING JANUARY	1,840.00	None
			Total Department 228 Information Technology	1,840.00	
Department: 260 GENERAL ACTIVITIES					
101-260-716-001	RETIREE HEALTHCARE	BCBSM MEDICARE ADVANTAGE	RETIREE COVERAGE FEBRUARY 2025	900.15	None
101-260-727-000	INK HP 407189834001	ODP BUSINESS SOLUTIONS LLC	OFFICE SUPPLIES	119.33	None
101-260-727-000	PAPERTOWEL 405532674001	ODP BUSINESS SOLUTIONS LLC	OFFICE SUPPLIES	83.74	None
101-260-830-000	1/1/25-1/31/25	PRIORITY WASTE	MONTHLY CURBSIDE COLLECTION ACC32147	21,874.60	None
101-260-851-000	TELEPHONES	MISWITCH COMMUNICATIONS	VILLAGE & POLICE PHONES JANUARY	322.61	None
101-260-920-000	21 E CHURCH	VILLAGE OF LAKE ORION	WATER BILLS Q4	345.80	None
101-260-920-000	20 E SHADBOLT ACCT # 1030	CONSUMERS ENERGY	JANUARY BILL	18.00	None
101-260-920-000	21 E CHURCH ACCT# 1030 170	CONSUMERS ENERGY	JANUARY BILL	1,781.37	None
101-260-921-000	STREETLIGHTS	DTE ENERGY	DECEMBER BILL STREETLIGHTS	4,125.39	None
101-260-930-000	ANNUAL EXTINGUSHER INSPECT	PATRIOT FIRE EXTINGUISHERS	FIRE EXTINGUISHER INSPECTION VILLAGE	118.00	None
101-260-930-000	MATS FOR VILLAGE OFFICE 1/	DarWel ENTERPRISES LLC	MONTHLY MAT RENTAL VILLAGE OFFICES	195.97	None
			Total Department 260 GENERAL ACTIVITIES	29,884.96	
Department: 751 PARKS AND RECREATION					
101-751-920-000	66 N PARK BLVD	VILLAGE OF LAKE ORION	WATER BILLS Q4	79.98	None
101-751-920-000	250 CASS	VILLAGE OF LAKE ORION	WATER BILLS Q4	79.98	None
			Total Department 751 PARKS AND RECREATION	159.96	
Department: 880 CONTRACT SERV - LEAGAL/ACCTING/ENGINEER					
101-880-806-000	M629 GENERAL ENGINEERING	NOWAK & FRAUS ENGINEERS	M629 GENERAL ENGINEERNIG SERVICES THR	768.75	None
			Total Department 880 CONTRACT SERV - LEAGAL/ACCTING/ENGINEER	768.75	
			Total Fund 101 GENERAL FUND	34,131.49	
Fund: 203 LOCAL STREET FUND					
Department: 463 ROUTINE MAINTENANCE					
203-463-801-000	TREE TRIMMONG VARIOUS LOCA	MICHIGAN PROPERTY NETWORK	TREE REMOVAL AND TRIMMING VARIOUS LOC	3,850.00	None
			Total Department 463 ROUTINE MAINTENANCE	3,850.00	
Department: 474 TRAFFIC SERVICES					
203-474-726-000	LIMESTONE GRAVEL	T.K.M.S	21-AA GRAVEL	783.84	None
203-474-726-000	TRUCKING	T.K.M.S	21-AA GRAVEL	514.40	None
			Total Department 474 TRAFFIC SERVICES	1,298.24	
Department: 478 WINTER MAINTENANCE					
203-478-726-000	WINDSHIELD DE-ICER W/SCRAP	TRACTOR SUPPLY CO.	MISC WINTER MAINTENANCE SUPPLIES	8.97	None
			Total Department 478 WINTER MAINTENANCE	8.97	
Department: 875 CONSTRUCTION					

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

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Fund: 203 LOCAL STREET FUND					
Department: 875 CONSTRUCTION					
203-875-977-000	ELECTRICAL SERVICE ON 11/1	MCMAKEN, TIMOTHY	PARK AVENUE RETAINING WALL	427.00	None
			Total Department 875 CONSTRUCTION	427.00	
			Total Fund 203 LOCAL STREET FUND	5,584.21	
Fund: 207 POLICE FUND					
Department: 301 POLICE/SHERIFF/CONSTABLE					
207-301-716-001	RETIREE HEALTHCARE	BCBSM MEDICARE ADVANTAGE	RETIREE COVERAGE FEBRUARY 2025	900.15	None
207-301-716-001	POLICE PORTION	BLUE CROSS BLUE SHIELD OF	HEALTH COVERAGE FOR SHANK FEBRUARY 20	777.25	None
207-301-730-000	POLICE PRINTER RICOH CONTR	U.S. BANK EQUIPMENT FINANC	RICOH CONTRACT PAYMENT POLICE PRINTER	110.43	None
207-301-740-000	BULLETPROOF REPORT WRITING	BLUE TO GOLD	SEARCH AND SEIZURE BOOKS FOR DEPARTME	220.00	None
207-301-740-000	RS PC POCKET GUIDE	BLUE TO GOLD	SEARCH AND SEIZURE BOOKS FOR DEPARTME	220.00	None
207-301-740-000	MICHIGAN SEARCH AND SEIZUR	BLUE TO GOLD	SEARCH AND SEIZURE BOOKS FOR DEPARTME	220.00	None
207-301-740-000	EMPLOYEE ID CARDS SUBSCRIP	BERESFORD COMPANY	ID CARDS 2025	220.00	None
207-301-801-000	RYAN HAMMOND PSYCH	JUDITH MALINOWSKI LLP	PSYCHOLOGICAL EVALUATION - RYAN HAMM	500.00	None
207-301-801-000	CEDAR CHAN - INV 01752253	BEAUMONT URGENT CARE BY WE	PREMPLOYMENT PHYSICAL	135.00	None
207-301-801-000	MATTHEW MIHACSI - INV 0176	BEAUMONT URGENT CARE BY WE	PREMPLOYMENT PHYSICAL	180.00	None
207-301-801-000	RYAN HAMMOND - INV 0176183	BEAUMONT URGENT CARE BY WE	PREMPLOYMENT PHYSICAL	135.00	None
207-301-851-000	TELEPHONES	MISWITCH COMMUNICATIONS	VILLAGE & POLICE PHONES JANUARY	322.62	None
207-301-930-000	ANNUAL EXTINGUSHER INSPECT	PATRIOT FIRE EXTINGUISHERS	FIRE EXTINGUISHER INSPECTION POLICE D	141.95	None
207-301-932-000	OIL CHANGE #503	SKALNEK FORD	POLICE VEHICLE 503 OIL CHANGE / MAINT	64.35	None
207-301-977-000	MICROSOFT 365 POLICE - DEC	VC3, INC.	MICROSOFT 365 POLICE - DECEMBER	218.50	None
			Total Department 301 POLICE/SHERIFF/CONSTABLE	4,365.25	
			Total Fund 207 POLICE FUND	4,365.25	
Fund: 225 DEPT OF PUBLIC WORKS FUND					
Department: 000 REVENUE					
225-000-123-000	RETIREE HEALTHCARE	BCBSM MEDICARE ADVANTAGE	RETIREE COVERAGE FEBRUARY 2025	3,343.41	None
			Total Department 000 REVENUE	3,343.41	
Department: 276 CEMETERY					
225-276-920-000	1060 ORION	VILLAGE OF LAKE ORION	WATER BILLS Q4	279.92	None
			Total Department 276 CEMETERY	279.92	
Department: 441 DEPARTMENT OF PUBLIC WORKS					
225-441-740-000	PROPANE	LAKE ORION EQUIPMENT RENTA	PROPANE REFILL	85.00	None
225-441-740-000	FREE ALL LUBRICANT PENETRA	TRACTOR SUPPLY CO.	MISC WINTER MAINTENANCE SUPPLIES	4.99	None
225-441-740-000	QUICK LINK 1/4 SS	GREAT LAKES ACE HARDWARE	CHAIN LINK	34.16	None
225-441-740-000	LINK CHAIN QUICK 1/4' 20	GREAT LAKES ACE HARDWARE	CHAIN LINK	10.60	None
225-441-740-000	DEGREASER -11/13	O'REILLY AUTOMOTIVE, INC.	CREDIT CARD	18.99	None
225-441-741-000	33 MM AXLE NUT SOCKET	AutoZone	AXLE NUT SOCKET	19.34	None
225-441-741-000	MILWAUKEE M18 ANGLE GRINDE	HOME DEPOT - LAKE ORION	REPLACEMENT ANGLE GRINDER / STEEL FOR	249.00	None
225-441-741-000	TRACTION TRAX	TRACTOR SUPPLY CO.	MISC WINTER MAINTENANCE SUPPLIES	24.99	None
225-441-741-000	DEEP IMPACT SOCKET SET	TRACTOR SUPPLY CO.	MISC WINTER MAINTENANCE SUPPLIES	15.99	None
225-441-741-000	SALT SPREADER HAND HELD	TRACTOR SUPPLY CO.	MISC WINTER MAINTENANCE SUPPLIES	12.99	None
225-441-741-000	DW PH #2 BIT 6"	GREAT LAKES ACE HARDWARE	MISC FASTENERS/DRIVER BITS	8.16	None
225-441-741-000	DW PH #2 BIT 3.5"	GREAT LAKES ACE HARDWARE	MISC FASTENERS/DRIVER BITS	4.74	None
225-441-741-000	MISC. FASTENERS	GREAT LAKES ACE HARDWARE	MISC FASTENERS/DRIVER BITS	2.28	None
225-441-801-000	REMOVAL 14" TREE @ DAM 12	MICHIGAN PROPERTY NETWORK	TREE REMOVAL AND TRIMMING VARIOUS LOC	250.00	None
225-441-801-000	REMOVAL 20" TREE @ DAM 12	MICHIGAN PROPERTY NETWORK	TREE REMOVAL AND TRIMMING VARIOUS LOC	425.00	None

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Fund: 225 DEPT OF PUBLIC WORKS FUND					
Department: 441 DEPARTMENT OF PUBLIC WORKS					
225-441-801-000	190 W FLINT STUMP GRINDING	MICHIGAN PROPERTY NETWORK	TREE REMOVAL AND TRIMMING VARIOUS LOC	300.00	None
225-441-821-000	SERVICES 12/18/24 INVOICE#	UniFIRST	UNIFORM CLEANING	107.44	None
225-441-821-000	SERVICES 12/25/24 INVOICE	UniFIRST	UNIFORM CLEANING	123.91	None
225-441-821-000	SERVICES 1/8/24 INVOICE #	UniFIRST	UNIFORM CLEANING	114.20	None
225-441-851-000	JAN 25-FEB 24	COMCAST CABLE	INTERNET	320.04	None
225-441-865-000	5 GAL HYDRALIC OIL	O'REILLY AUTOMOTIVE, INC.	HYDRAULIC OIL	74.99	None
225-441-865-000	5 GAL HYDRAULIC OIL	O'REILLY AUTOMOTIVE, INC.	HYDRAULIC OIL	149.98	None
225-441-865-000	5 GAL HYDRAULIC OIL	O'REILLY AUTOMOTIVE, INC.	HYDRAULIC OIL DEF FLUID	149.98	None
225-441-920-000	362 CASS	VILLAGE OF LAKE ORION	WATER BILLS Q4	268.77	None
225-441-920-000	362 CASS ACCT# 1030 1701 1	CONSUMERS ENERGY	JANUARY BILL	1,225.99	None
225-441-920-000	333 CASS ST ACT # 1030 170	CONSUMERS ENERGY	JANUARY BILL	0.00	None
225-441-931-000	6.31 LB. LIGHT BODY FILLER	HOME DEPOT - LAKE ORION	REPLACEMENT ANGLE GRINDER / STEEL FOR	66.98	None
225-441-931-000	ANVIL SPREADER	HOME DEPOT - LAKE ORION	REPLACEMENT ANGLE GRINDER / STEEL FOR	4.98	None
225-441-931-000	STEEL PLATES	HOME DEPOT - LAKE ORION	REPLACEMENT ANGLE GRINDER / STEEL FOR	102.60	None
225-441-931-000	CUTTING EDGE 3/8 X 4/26	WEINGARTZ-WATERFORD	CUTTING EDGE AND BOLTS FOR VENTRAC	568.32	None
225-441-931-000	CARRIAGE BOLTS 3/8-16 X 1-	WEINGARTZ-WATERFORD	CUTTING EDGE AND BOLTS FOR VENTRAC	39.80	None
225-441-931-000	STAINLESS NUTS 3/8-16	WEINGARTZ-WATERFORD	CUTTING EDGE AND BOLTS FOR VENTRAC	29.80	None
225-441-931-000	BLUE DEF FLUID 2.5 GAL	O'REILLY AUTOMOTIVE, INC.	HYDRAULIC OIL DEF FLUID	67.96	None
225-441-931-000	HYD FLUID -10/31	O'REILLY AUTOMOTIVE, INC.	CREDIT CARD	84.99	None
225-441-932-000	315/80/R22.5 AP IRONMAN	LOWRY TIRE COMPANY, INC.	TIRE 5 YD DUMP	477.55	None
225-441-932-000	LARGE TRUCK WHEEL BALANCE	LOWRY TIRE COMPANY, INC.	TIRE 5 YD DUMP	35.00	None
225-441-932-000	SCRAP LARGE TRUCK TIRE	LOWRY TIRE COMPANY, INC.	TIRE 5 YD DUMP	17.00	None
225-441-932-000	WIPER BLADES	O'REILLY AUTOMOTIVE, INC.	WIPER BLADES	75.98	None
225-441-932-000	REPAIR LEAKING TIRES	TIRE WAREHOUSE, INC	TIRE REPAIR AND TIE ROD	22.83	None
225-441-932-000	REPAIR TIE ROD AND BOOT	TIRE WAREHOUSE, INC	TIRE REPAIR AND TIE ROD	309.59	None
225-441-932-000	ALIGNMENT AFTER REPAIR	TIRE WAREHOUSE, INC	TIRE REPAIR AND TIE ROD	129.00	None
225-441-932-000	VEHICLE CLEANER -11/22	O'REILLY AUTOMOTIVE, INC.	CREDIT CARD	19.65	None
225-441-932-000	GLASS CLEANER -11/25	O'REILLY AUTOMOTIVE, INC.	CREDIT CARD	20.97	None
225-441-932-000	TAILLIGHT & BATTERIES -11/	O'REILLY AUTOMOTIVE, INC.	CREDIT CARD	121.83	None
225-441-932-000	SMART FUSE -11/04	O'REILLY AUTOMOTIVE, INC.	CREDIT CARD	31.99	None
			Total Department 441 DEPARTMENT OF PUBLIC WORKS	6,228.35	
			Total Fund 225 DEPT OF PUBLIC WORKS FUND	9,851.68	
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Department: 260 GENERAL ACTIVITIES					
248-260-801-002	STATUS QUO - ADMIN FEE - P	VILLAGE OF LAKE ORION	3RD QTR ADMIN FEE - GENERAL,DPW,POLIC	45,000.00	None
248-260-801-003	STATUS QUO - ADMIN FEE - D	VILLAGE OF LAKE ORION	3RD QTR ADMIN FEE - GENERAL,DPW,POLIC	7,500.00	None
248-260-801-004	STATUS QUO - ADMIN FEE - G	VILLAGE OF LAKE ORION	3RD QTR ADMIN FEE - GENERAL,DPW,POLIC	17,500.00	None
248-260-851-000	ACCT 8529101420028897 - 11	COMCAST	TELEPHONE	205.78	None
248-260-920-000	GAS BILL 100062995376	CONSUMERS ENERGY	GAS BILL	289.07	None
248-260-920-000	016-2151 215 S BROADWAY	VILLAGE OF LAKE ORION	WATER	183.67	None
248-260-920-000	015-1180 118 N BROADWAY	VILLAGE OF LAKE ORION	WATER	257.11	None
248-260-920-000	16-1650 165 S B ROADWAY	VILLAGE OF LAKE ORION	WATER	99.98	None
248-260-921-000	380 S BROADWAY 9100-4095-1	DTE ENERGY	DECEMBER 2024	42.59	None
248-260-921-000	38 S WASHINGTON 9100-4095-	DTE ENERGY	DECEMBER 2024	60.49	None
248-260-921-000	22 E SHADBOLT 9100-4095-17	DTE ENERGY	DECEMBER 2024	212.13	None
248-260-921-000	38 E FLINT 9100-4095-1659	DTE ENERGY	DECEMBER 2024	629.68	None
248-260-921-000	491 S BROADWAY 9100-4095-1	DTE ENERGY	DECEMBER 2024	143.35	None
248-260-921-000	24 FRONT 9200-096-8065-2	DTE ENERGY	DECEMBER 2024	19.29	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: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Department: 260 GENERAL ACTIVITIES					
248-260-942-000	19J9-DFV7-TMC7	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	101.37	None
248-260-942-000	1CV7-CFTW-9XNX	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	25.97	None
248-260-956-000	INV 3616 - ANNUAL DUES	MICHIGAN DOWNTOWN ASSOC	ANNUAL DUES	750.00	None
			Total Department 260 GENERAL ACTIVITIES	73,020.48	
Department: 728 ECONOMIC DEVELOPMENT					
248-728-888-000	INV 25-0002299 - ORION DDA	CHARTER TOWNSHIP OF ORION	BRAND MARKETING	1,455.13	None
			Total Department 728 ECONOMIC DEVELOPMENT	1,455.13	
Department: 729 PROMOTION					
248-729-880-015	INV 1567 - ICE FEST LAKE O	CLEAR CUT ICE	ICE FEST - SCULPTURES	1,725.00	None
			Total Department 729 PROMOTION	1,725.00	
			Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND	76,200.61	
Fund: 301 DOWNTOWN DEV BOND PROJECT 2023					
Department: 901 905					
301-901-950-000	INV 24-0047 - DDA APPROVED	TBD CONSTRUCTION SERVICES,	REMOVAL & DISPOSAL OF CANOPY AND INTE	12,300.00	None
			Total Department 901 905	12,300.00	
			Total Fund 301 DOWNTOWN DEV BOND PROJECT 2023	12,300.00	
Fund: 592 WATER AND SEWER FUND					
Department: 548 SEWER ACTIVITIES					
592-548-831-000	SEWER SYSTEM MAINTENANCE C	WATER RESOURCES COMMISSION	SEWAGE DISPOSAL OCTOBER 1 THRU DECEMB	107,877.50	None
592-548-831-000	SEWER FIXED QUARTERLY CHAR	WATER RESOURCES COMMISSION	SEWAGE DISPOSAL OCTOBER 1 THRU DECEMB	7,550.00	None
			Total Department 548 SEWER ACTIVITIES	115,427.50	
Department: 556 WATER ACTIVITIES					
592-556-931-002	CASCADE 6" REPAIR CLAMP	GUNNERS METERS &	PARTS, I METERS AND METER SUPPLIES	150.00	None
592-556-931-002	CASCADE 8' REPAIR CLAMP	GUNNERS METERS &	PARTS, I METERS AND METER SUPPLIES	170.00	None
592-556-931-003	ROLL OF METER WIRE	GUNNERS METERS &	PARTS, I METERS AND METER SUPPLIES	150.00	None
592-556-931-003	SETS 3/4" METER COUPLING	GUNNERS METERS &	PARTS, I METERS AND METER SUPPLIES	120.00	None
592-556-931-003	SETS 1" METER COUPLING	GUNNERS METERS &	PARTS, I METERS AND METER SUPPLIES	180.00	None
592-556-931-003	1" NEPTUNE T-10 METER BODY	GUNNERS METERS &	PARTS, I METERS AND METER SUPPLIES	200.00	None
592-556-931-003	5/8" NEPTUNE T-10 METER BO	GUNNERS METERS &	PARTS, I METERS AND METER SUPPLIES	150.00	None
592-556-931-003	5/8 T-10 METER BODY *SCRAP	GUNNERS METERS &	PARTS, I METERS AND METER SUPPLIES	(35.00)	None
			Total Department 556 WATER ACTIVITIES	1,085.00	
			Total Fund 592 WATER AND SEWER FUND	116,512.50	

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--- TOTALS BY FUND ---					
		101	GENERAL FUND	34,131.49	
		203	LOCAL STREET FUND	5,584.21	
		207	POLICE FUND	4,365.25	
		225	DEPT OF PUBLIC WORKS FUND	9,851.68	
		248	DOWNTOWN DEVELOPMENT AUTHORITY FUND	76,200.61	
		301	DOWNTOWN DEV BOND PROJECT 2023	12,300.00	
		592	WATER AND SEWER FUND	116,512.50	
		Total For All Funds:		258,945.74	

Village of Lake Orion
EST 1859

COUNCIL ACTION SUMMARY SHEET

MEETING DATE: January 27th, 2025

TOPIC Approval of Budget Amendment BA-2025-207-05 to provide supplemental appropriations for Police Academy training in the Police Fund

BACKGROUND BRIEF:

On 2/26/2024, The Village of Lake Orion Council approved sponsoring (2) police recruits through an MCOLES police academy with the assistance of grant funding.

An interview process was conducted and (2) reserve officers were selected for academy sponsorship. After an extensive background investigation, the recruits are scheduled to start the police academy on 01/27/2025 and will attend until 5/30/2025.

The recruit wages, FICA (Social security tax / Medicare tax), tuition for the academy, and equipment estimated to cost approximately $42,419.

All grant paperwork through MCOLES has been turned in and the estimated grant benefit will be $40,000.

The following accounts will be utilized for the new revenue and expenditures:

207-000-528-001 – MCOLES ACADEMY GRANT (REVENUE)

207-301-713-000 – ACADEMY WAGES (EXPENDITURE)

207-301-715-001 – ACADEMY SOCIAL SECURITY (EXPENDITURE)

207-301-957-000 – TRAINING ACADEMY (EXPENDITURE)

207-301-932-001 – EQUIPMENT ACADEMY (EXPENDITURE)

FINANCIAL IMPACT:

The estimated cost of $42,419 was projected on the higher end and may ultimately be less. The grant funding has been submitted and is awaiting receipts for final processing of $40,000. The village would be required to cover the difference (if applicable). A budget amendment has been created to offset any additional costs, if needed, without utilizing Police Fund Balance.

RECOMMENDED MOTION:

To approve budget amendment BA-2025-207-05 to provide the necessary supplemental appropriations for Police Academy training for two reserve police officers by increasing revenues from grant funding by $40,000 and increasing expenditures by $40,000 to appropriate revenue and expenditure accounts of the Police Fund.

VILLAGE OF LAKE ORION, MICHIGAN

BUDGET ADJUSTMENT WORKSHEET

FISCAL YEAR: 2024-2025
FUND: 207
DEPT: Police
REQUESTED BY: Mark Amundson
DATE: 1/15/2025
AMENDMENT # BA-2025-207-005

ACCT #	ACCT NAME	ADOPTED	AMENDED	REVENUE CHANGE	EXPENDITURE CHANGE	NEW AMENDED BUDGET	REASON
	MCOLES						Grant Funding for Academy
207-000-528-001	ACADEMY GRANT	0	0	40,000	0	40,000	Sponsorship
207-301-713-000	Academy Wages	0	0	0	29,000	29,000	Wages for 2 Recruits
	Academy Social						
207-301-715-001	Security	0	0	0	2,219	2,219	SS for 2 recruits
207-301-957-000	Training Academy	0	0	0	10,000	10,000	Academy Tuition for 2 recruits
	Equipment						Equipment purchases for 2
207-301-932-001	Academy	0	0	0	1,200	1,200	recruits
							Reduction to cover Academy
207-301-740-000	Operating Supplies	8,000	8,000	0	(819)	7,181	Expenses.
	Repair And						Reduction to cover Academy
207-301-930-000	Maintenance	10,000	9,725	0	(1,600)	8,125	Expenses.
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
NET CHANGE IN BUDGET:				40,000	40,000		

Approved by Village Manager: _____ Date: _____

Approved by Village Council: _____ Date: _____

Village of Lake Orion
EST 1859

COUNCIL ACTION SUMMARY SHEET

MEETING DATE: January 27th, 2025

TOPIC Creation of CPE Training Fund Accounts (Expenditure / Revenue)

BACKGROUND BRIEF:

We have received state funding for Continued Police Education (CPE) training in the amount of $4,000 for 2024. The State of Michigan is mandating additional training for Law Enforcement Officers but also provided us funding to accomplish this. The funding has to be spent on CPE topics that MCOLES determines. The funding cannot be used to supplant any other training budget and is very specific on its use.

In order to ensure the Lake Orion Police Department is compliant with the usage of this funding the following accounts will be created and utilized for the new revenue and expenditures:

207-000-565-000 – CPE LAW ENFORCEMENT (REVENUE) ($4000)

207-301-957-002 – CPE TRAINING (EXPENDITURE) ($4000)

FINANCIAL IMPACT:

The funds received from the State of Michigan are in the amount of $4000. The additional training expenditure will be maxed at $4000. This will have no impact financially to the Village of Lake Orion.

RECOMMENDED MOTION:

Move to approve the creation of the above expenditure and revenue accounts to manage the CPE Funds.

Village of Lake Orion
EST 1859

COUNCIL ACTION SUMMARY SHEET

MEETING DATE: January 27, 2025

TOPIC: Approval of Special Event – Ice Fest

BACKGROUND BRIEF:

The Ice Fest was submitted by Emily Dziegielewski/Janet Bloom on behalf of the Village of Lake Orion Downtown Development Authority on January 8, 2025. The event is scheduled for Saturday, February 1, 2025, with event setup starting on January 30, 2025, the event beginning on February 1, 2025, at 10:00 AM, and tear-down until ice sculptures melt. It will take place on the sidewalks up against the buildings on Broadway and Flint Street, as outlined in the attached application. This is an annual event.

RECOMMENDED MOTION:

To adopt Resolution 2025-002, which approves the Ice Fest event application and the License Agreement between the Village of Lake Orion and the Village of Lake Orion Downtown Development Authority for the use of Village sidewalks. The event is scheduled for February 1, 2025. DDA will reimburse the Village for actual DPW cost associated with setup. Furthermore, to authorize the Village Council President and Village Clerk to execute the document on behalf of the Village.

Village of Lake Orion
EST 1859

VILLAGE OF LAKE ORION
COUNTY OF OAKLAND
STATE OF MICHIGAN

RESOLUTION 2025-002

A RESOLUTION APPROVING THE EVENTS PERMIT APPLICATION FOR 2024 HERE LIES LAKE ORION CEMETERY TOUR AND TO APPROVE THE LICENSE AGREEMENT

VOTING YEA:
VOTING NAY:
MOTION:

RESOLVED: To approve the Event Permit Application submitted by Emily Dziegielewski on behalf of Lake Orion Downtown Development Authority, dated January 7, 2025, for the Ice Fest to be held on Saturday, February 1, 2025, to be held from 10:00 AM – 6:00 PM at sidewalks up against the buildings on Broadway and Flint Street as outlined in the application, which is attached.

FURTHER RESOLVED: To approve the License Agreement between the Village of Lake Orion and Lake Orion Downtown Development Authority, Emily Dziegielewski/Janet Bloom - and to authorize the Village President and Village Clerk to execute the Agreement on behalf of the Village.

FURTHER RESOLVED: To approve the sign permit for the 2025 Ice Fest, as submitted.

FURTHER RESOLVED: This approval is conditioned on the following:

Administrative 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. Written permission from the property owner is required for posting signs.
3. DDA will reimburse the Village for actual DPW cost associated with setup.

DPW Requirements

1. The use of Village orange cones will be based on availability.
2. DPW will not supply extension cords or cord covers.
3. A work order should be created on Silversmith for the 48 cinder blocks and 8 barricades (4 at each live carving station) to reserve parking spaces and maintain a safe distance for spectators.

4. As always, Village properties will be properly maintained before the event begins and after the event ends.

Fire Department Requirements: (Waiting for a response) approval is contingent on meeting all the requirements of the Fire Department.

THIS RESOLUTION WAS DULY ADOPTED BY THE LAKE ORION VILLAGE COUNCIL AT ITS REGULAR MEETING HELD ON MONDAY, JANUARY 27, 2025.

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 2025-002 adopted by the Village of Lake Orion Village Council at its regular meeting held on the 27th day of January 2025.

Given under my hand and seal of the Village of Lake Orion, Oakland County, Michigan this 27th day of January 2025.

Sonja Stout
Village of Lake Orion Clerk/Treasurer

DATED: January 28, 2025

Village of Lake Orion
EST 1859

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

REQUIRED DOCUMENTS FOR A SPECIAL EVENT PERMIT AND EVENT APPROVAL PROCEDURE

The following lists all documents required for a complete submittal of a Special Event Permit application.

Special Events Permit

To initiate the special event application process, event organizers must complete and sign a Special Events Permit Form. The application must include a brief description and purpose of the event, the dates and times of the event, including setup and clean-up dates, and a complete listing of contact information for the event organizer. The contact person listed will serve as the emergency contact for the event. The contact person listed must be present at the event. If not, another emergency contact person must be named.

Event Map

The application form must be accompanied by an event map. The map must clearly show the location(s) for each activity during the event.

Hold Harmless Agreement

A Hold Harmless Agreement is included with the application form and must be completed, signed, and returned as part of the application package. The Hold Harmless Agreement form must include TWO witness names and signatures in addition to the applicant's name and signature.

Insurance Certificate

All sponsors of special events shall carry general liability insurance with coverage for bodily injury, death and property damage of at least $1,000,000 per occurrence, and $1,000,000 aggregate. In addition, an event sponsor shall be required to provide a valid certificate of insurance naming the Village of Lake Orion as an additionally insured must be included in the application package. The insurance certificate policy must include the date(s) of the specified event, including set up and tear down, and the Village's address, listed as:

Village of Lake Orion
21 E. Church St.
Lake Orion MI 48362

Based on the nature of the event the applicant may be required to provide additional insurance.

License Agreement (if applicable)

A License Agreement approved by Village Council is required for all events.

Temporary Sign Application (If applicable)

Special events that will be erecting temporary signage before or during the event must complete a Sign Permit Application. Sign regulations including exempt signage as well as temporary sign regulations are listed in Chapter 155 of the Village of Lake Orion Code of Ordinances found on the Village of Lake Orion Website at www.lakeorion.org. The permit application can be found here on the Village's website. Signage may have separate fees associated with it.

Request to Use Village Equipment (If applicable)

Special events that will require street closures or the use of other Village equipment must complete a Request to Use Village Equipment Form.

Pre-Application Meeting

Prior to submitting your Event Application Form, you will be required to set up a meeting with the Village Administration including representatives from the DPW, Fire Department, and Police Department to review your event. Please contact the Village Offices at (248) 693-8391 extension 105 or at events@lakeorion.org to set up an appointment.

EVENT APPROVAL PROCESS

Village Administration Internal Review

Complete Application package should be submitted in person or mailed to Village Hall located at 21 E. Church St. or via electronic mail to the Village Office at events@lakeorion.org. Event applications shall be submitted 120 days in advance of your event date. Event review will not move forward until such time as all required documents for the event have been submitted.

Upon receiving complete application packages, the Village administration will begin their review. The Police Chief, Director of DPW, Orion Township Fire Marshall, and Orion Township Building Official (as needed), DDA Executive Director and Events Committee Members will be notified of the event and asked to review the application package. The applicant will be notified of any additional items required for approval.

Village Council Approval

All events as require Village Council approval prior to the start of the event. The Village Council meets twice a month, typically on the second and fourth Mondays of each month. The applicant will be notified when their application will be placed on the Village Council agenda. The Village Council may approve, approve with conditions, deny, or table the special event request.

Preparation for Event

Upon approval, the applicant will be required to work with applicable Village departments to ensure the success of their event. For example, this may require working with the Police Department for requested road closures and public safety measures.

Village of Lake Orion
EST 1859

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

EVENT PERMIT APPLICATION

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

Date of Application: 1/7/2025	Date Application Fee Paid:

Sponsoring Organization's Legal Name: Lake Orion Downtown Development Authority	
Phone 248-693-9742	**Fax**
Email office@downtownlakeorion.org	**Website** downtownlakeorion.org
Sponsoring Organization's Agent Name: Emily Dziegielewski	
Phone	**Fax**
Email	**Website**
Event Name: Ice Fest	
Event Details: (Provide a detailed description of all activities that will take place. Attach additional sheets if necessary) We will have a live sculpting performance and 12 pre-sculpted ice blocks on the sidewalks downtown. We will have 2 warming hubs and propane heaters throughout town.	
Date/Hours of Event: Sat. Feb 1, 2025 10am- 6pm	
Date/Hours of Set-up and Tear Down: Jan 30 & 31 DPW to set out cinderblocks Feb 1 set up at 8 am Tear down as sculptures melt	
Event Location and Boundaries	

Village of Lake Orion
EST 1859

Event Location and Boundaries

Sidewalks up against the buildings on Broadway & Flint Sts for pre-cut sculpts. 2 fire pits (American legion & DDA office run by volunteers), propane heaters by carving stations. Parking spots near live sculpting will be blocked off with barricades. Warming stations: 1. State farm parking lot (corner of shadbolt and broadway) 2. Flint st. alley event time 10am-4pm Feb 1, 2025.

Include an Event Map which clearly shows the locations for each activity during the event, including but noy limited to the following:

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

Live carving: 1. St Farn parking lot 2. in front of verwood apts. using cones/tape

Ice blocks will be delievered as early as 1/20 or 1/31 depending on weather. Coordinating delivery time TBH with ice sculptors.

Ice sculpture placement is TBH based on business purchases

Will street closures and/or Parking Lot closures be necessary: ( ) Yes (X) No
If yes, describe, including: date and time of closures, setup schedule and take down schedule, and time you will need the parking lot for deliveries.

Parking lot to be blocked off for live carving/ sculptor vehicles is marked on the map as the State farm parking lot. Will just be blocked off Feb 1, 2025 (8am-6pm). We will keep cones and tape around ice blocks until they melt in the days following.

Coordinating with Another Event: YES X NO	**If Yes, Event Name** Ice Golf Cup Challenge

Event Name/Details:

Lake Orion Sunrise Rotary 11th Annual Golf Cup Challenge

Event Information

Type of Event *(See definitions attached to information page)*
( ) Village Operated (X) DDA ( ) Individual ( ) Co-Sponsored ( ) Group

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

If the event is sponsored by a Non-Profit please provide proof of non-profit status.

Village of Lake Orion
EST 1859

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

Saturday, Jan 31st, 2025

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

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

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

Total estimated attendance each day

1000

What parking arrangements will be necessary to accommodate attendance?
Describe: Use of regular parking on streets and lots

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

How will trash be handled?
Describe:

Use of sidewalk bins

Village of Lake Orion
EST 1859

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

DJ During event within volume in accordance with village ordinance

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

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

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

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

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

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

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

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

Village of Lake Orion
EST 1859

WILL THE EVENT REQUIRE THE USE OF ANY OF THE FOLLOWING MUNICIPAL EQUIPMENT?

Electrical Connections: (X) **Yes** ( ) **No**
If yes, describe:
Use of outlets on sidewalk streets

Water: ( ) **Yes** (X) **No**
If yes, describe:

Barricades and/or Traffic cones: (X) **Yes** ( ) **No**
If yes, complete "REQUEST TO USE VILLAGE EQUIPMENT FORM":
Use of barricades around live sculpting areas

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

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

EVENT SIGNS

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

Village of Lake Orion
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CERTIFICATIONS AND SIGNATURES

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

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

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

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

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

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

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

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

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

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

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

1/7/25
Date

Emily Dziegielewski
Signature of Sponsoring Organization's Agent

Emily Dziegielewski
Print Name


W. Shadbolt St.
E. Shadbolt St.
S. Lapeer St.
N. Broadway St.
N. Slater St.
A
B
W. Flint St.
E. Flint St.
S. Lapeer St.
S. Broadway St.
S. Anderson St.
N. Slater St.
D
C
Front Street
Park Blvd. / Lapeer Road / M-24
Green's Park
E
= drop off at blocks/live carving
= warming station
= blocked off parking lot for sculpting/ice sculptors use-day

DOWNTOWN LAKE ORION ICE FESTS

2025 Map



Warming Stations
w/ S'mores and Spin to Win!

Parking

LO DDA Office

Ice Sculptures

Live Ice Carving Demo
with MICHIGAN UNITED CREDIT UNION

Downtown Lake Orion Ice Sculptures:

Broadway Embroidery
Caruso Chiropractic
Cookies & Cream
Epique Realty
Haney Farm Bureau
Irish Tavern
Lucky's Natural Foods

Scavenger Hunt Stores

$350 in Downtown Dollars
for first 3 prize winners!

Accent on Art
Amazing Petals Florist
Broadway Embroidery
Green Hippo Gifts
Heritage Spinning and Weaving
Lucky's Natural Foods
Primetime Comics and Cards
Roses of Silverbell
more to come...

downtownlakeorion.org

Village of Lake Orion
EST 1859

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

HOLD HARMLESS AGREEMENT

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

Ice Craving — 2/1/25 10a-6p

Activity/Event — **Dates and Time**

Ice carving on sidewalks and designated parking spaces along broadway and flint sts

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.

Emily Dziegielewski

Applicant/Property Owner/Contractor Signature**

Witness One Signature ***

Emily Dziegielewski

Applicant/Property Owner/Contractor Printed Name

Witness One Printed Name

1/7/25

Date

Witness Two Signature ***

Witness Two Printed Name

* ***Applicant MUST provide information regarding what the activity is, date(s), times activity will be held and the areas (public sidewalks, streets, parking spaces, etc.) that are affected.***

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

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

Michigan Department of Transportation 2021 (02/03)

For MDOT Use Only
Permit Number

CERTIFICATE OF INSURANCE FOR PERMITTED ACTIVITIES

IN MICHIGAN DEPARTMENT OF TRANSPORTATION RIGHT OF WAY

ALL INSURANCE INFORMATION MUST BE SUBMITTED ON FORM 2021. ANY OTHER FORM IS INVALID.

The subscribing insurance company certifies that insurance of the types and limits of liability listed below have been issued to the insured named below for the policy period indicated.

Such insurance, here certified, is written in accordance with the company's regular policies and endorsements subject to the company's applicable manuals of rules and rate, except that the insurance shall include, but not be limited to, coverage for: (a) underground damage to facilities due to drilling and excavating with mechanical equipment; and (b) collapse or structural injury to structures due to blasting or explosion, excavation, tunneling, pile driving, cofferdam work, or building moving or demolition.

(1) The subscribing company agrees to give 30 days prior written notice to the Michigan Department of Transportation in the event of cancellation or reduction in coverage by the Insurance Company for reasons other than nonpayment of premium.

(2) The subscribing company agrees to give 10 days prior written notice to the Michigan Department of Transportation in the event of cancellation by the Insurance Company for nonpayment of premium.

(3) The subscribing company agrees to give immediate written notice to the Michigan Department of Transportation in the event the contractor cancels or reduces the coverage of any insurance certified below.

NAME OF INSURED	TELEPHONE NUMBER
Village of Lake Orion	248-693-8391

ADDRESS Street	City	State	Zip Code
21 E. Church St.	Lake Orion	MI	48362

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY DATES (MM/DD/YY) EFFECTIVE	EXPIRATION	CATEGORY	MIN. LIMITS	POLICY AMOUNTS	
A	**GENERAL LIABILITY** ☒ COMMERCIAL GENERAL ☒ OCCURRENCE	MML001238339	7/1/2024	7/1/2025	GENERAL AGGREGATE	$ 2,000,000		
					PRODUCTS - COMP/OP AGG.			
					PERSONAL AND ADV. INJURY		$5,000,000	A
					EACH OCCURRENCE	$ 1,000,000	$5,000,000	
					FIRE DAMAGE (Any one fire)		$100,000	
					MEDICAL EXP(Any one person)		$10,000	
			AND					
A	**AUTOMOBILE LIABILITY** ☒ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ☒ NON-OWNED AUTOS ☐ ☐	MML001238339	7/1/2024	7/1/2025	COMBINED SINGLE LIMIT	$ 1,000,000	$5,000,000	B
					OR			
					BODILY INJURY (Per person)	$ 500,000		C
					BODILY INJURY (Per accident)	$ 1,000,000		
					PROPERTY DAMAGE	$ 1,000,000		
			OR					
	EXCESS LIABILITY ☐ UMBRELLA FORM ☐ ☐				EACH OCCURRENCE	$ 1,000,000		D
					AGGREGATE	$ 1,000,000		

ADDITIONAL INSURED:

Oakland (County), the Board of County Road Commissions, County Road Commission, State of Michigan, Michigan Department of Transportation, and govermental bodies performing permit activities under a maintenance contract, and all officers, agents and employees of all the above, for claims arising out of, under, or by reason of operations covered by the permit issued to the permittee.

NAME OF INSURANCE COMPANIES AFFORDING COVERAGE

COMPANY LETTER A: Michigan Municipal League Liability and Property Pool

COMPANY LETTER:

COMPANY LETTER:

NAME OF AGENCY: Meadowbrook, Inc.

ADDRESS: P.O. Box 2054, Southfield, MI 48037-2054

BY: (Authorized Representative Signature)	TITLE	DATE	TELEPHONE NUMBER
Brian Hunter	Account Executive	6/11/2024	248-358-1100

INSURANCE REQUIREMENTS FOR ACTIVITIES PERFORMED PURSUANT TO A PERMIT ISSUED BY THE MICHIGAN DEPARTMENT OF TRANSPORTATION

The permittee shall have as a minimum an insurance policy as described below, and the insurance company shall be licensed by the State of Michigan.

1. The insurance shall include, but not be limited to, coverage for:

   - Underground damage to facilities due to drilling and excavating with mechanical equipment, and
   - Collapse or structural injury to structures due to blasting or explosion, excavation, tunneling, pile driving, cofferdam work, or building moving or demolition, and
   - According to the following formula: **A+B or A+C or D**

   A. Commercial general liability: The minimum limits shall be $1,000,000 each occurrence and $2,000,000 aggregate.

   B. Combined single limit for bodily injury and property damage liability: . . . . . $1,000,000 each occurrence

   C. Automobile Liability (Minimum Limits):
   Bodily injury: . . . . . $500,000 per person
   . . . . . $1,000,000 each occurrence
   Property damage: . . . . . $1,000,000 each occurrence

   D. The insurance limits, above, may be attained through an umbrella policy.

2. NO WORK IS TO BE PERFORMED WITHOUT THE ABOVE POLICIES BEING CURRENTLY IN EFFECT.

3. Should the policy be canceled or expire, all activities authorized by the permit shall cease and the authority to continue operating within the right of way is deemed of no effect pending reinstatement of such policy in conformity with the above.

4. Proof of insurance shall be the Michigan Department of Transportation (MDOT) Certificate of Insurance for Permitted Activities in MDOT Right of Way form (form #2020 or 2021), or should the department elect, a copy of the policy or both.

5. All certificates of insurance will be received by the permit issuing offices unless otherwise arranged with the Lansing Utilities and Permits Section.

6. When using FORM 2021, the "Additional Insured" field (County) shall indicate the specific County where the work is proposed.

21 E. Church St.
Lake Orion, MI 48362

248-693
www.lakeorion.org

Village of Lake Orion
EST 1859

LICENSE AGREEMENT

This License Agreement ("Agreement"), made and entered into on the date it has been fully signed, is between the Village of Lake Orion, a Michigan Municipal Corporation ("Village"), whose address is 21 East Church Street, Lake Orion, Michigan 48362, and Lake Orion Downtown Development Authority("Licensee"), whose address is 118 N Broadway Street, Lake Orion, MI, 48362, for the use by Licensee of the sidewalks up against the buildings on Broadway and Flint Street identified on the attached Ice Fest application and collectively referred to as the "Premises".

RECITALS:

A. Licensee requested Village Council approval to allow use of the Premises for the event, Ice Fest to be held on February 1, 2025 (the "Event").

B. On January 27, 2025, the Village Council conditionally approved Licensee's request subject to this License Agreement being signed and complied with.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Grant of License. For and in consideration of the benefits to the Village of the Event the Village hereby grants a revocable license to Licensee to use the Premises for the Event subject to and in accordance with all of the terms and conditions of this Agreement.

2. Event Locations, Activities and Costs. The Event shall be limited to the Premises and activities on those Premises as disclosed to the Village Council. Except as otherwise approved by the Village Council, all cost and expenses of the Event on the Premises shall be borne solely by Licensee.

3. Use of Premises. Except for restricted areas, all Premises shall be open to the general public. The use rights granted in this Agreement are nonexclusive and may be suspended at any time by the Village for any public purpose or public health, safety and welfare reason, including Public Works, Police and/or Fire Department needs and operations. Licensee assumes all risk of such suspension and hereby waives and releases the Village from any claims for such damage.

4. Maintenance. Licensee agrees to use and maintain the Premises in a clean, safe and good condition and as required by the Police and Fire Departments and to promptly clean up and restore the Premises to the pre-Event conditions after the Event.

5. Alcohol Sales. *Not Applicable for this event.*

6. Indemnification. Licensee shall defend, pay on behalf of, indemnify and hold harmless the Village, its elected and appointed officials, employees and volunteers, and other persons working on behalf of the Village, from and against any and all claims, demands, suits, or loss, including all costs and attorney's fees connected therewith, and from any and all damages which may be asserted, claimed, or recovered for personal injury, including bodily injury or death and/or property damage, including loss of use thereof, arising out of or in any way connected or associated with this Agreement and the use of the Premises for the Event. The Village shall provide notice to Licensee within a reasonable time of the receipt of any claim arising under this Agreement or relating to the Improvements.

7. Insurance. Licensee shall secure and maintain liability insurance for all Premises in the minimur amount of $ 1,000,000.00, and naming the Village and its officials and employees as an additional insured an certificate holder on those policies with proof of such insurance being provided to the Village prior to the event.

VILLAGE OF LAKE ORION

Date

Teresa Rutt, Council President

Date

Sonja Stout, Village Clerk/Treasurer

1/15/2025
Date

Janet L. Bloom
Janet Bloom, DDA Assistant Director
Lake Orion Downtown Development Authority

Village of Lake Orion
EST 1859

Village of Lake Orion
21 E. Church Street
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SIGN PERMIT APPLICATION

PROPERTY INFORMATION

Sign Site Address: Bridge on S. Broadway, M-24 and Flint, and Lumberyard Parcel ID #: _____

Name of Business at Sign Location: Bitter Tom's Wine Social & Auto Zone & Lumberyard Zoning District: _____

OWNER INFORMATION

Property Owner Name: Village of Lake Orion/DDA Address: 21 E. Church St./ 118 N. Broadway

Property Owner Phone #: 248-693-8391/248-693-9742 E-Mail: office@downtownlakeorion.org

APPLICANT INFORMATION *(If applicant is NOT property owner)*

Applicant Name: Emily Dziegielewski Address: 118 N. Broadway St, Lake Orion

Applicant Phone #: 248-693-9742 E-Mail: office@downtownlakeorion.org

Applicant is: *(i.e. contractor or business owner or architect, etc.)* admin

TYPE AND QUANTITY OF SIGN(S)

Please indicate the quantity of each type of sign proposed.

Permanent Sign(s): _____Wall _____Projecting _____Ground Sign _____Awning _____Other

Temporary Sign(s): X Banner X Community Event _____Class 1 (Adjustable Type) _____Class 2 (A-Frame)

Temporary Display Dates: From 1/14/25 To 2/3/25

Name of Event: Ice Fest Date of Event: 2/1/25

ADDITIONAL INFORMATION AND REQUIREMENTS

1) Location Map: *A map identifying the location of all requested signs on the property or building must be provided or the application WILL NOT be reviewed.*

2) Sign Sketch Plan: *A scaled plan or drawing identifying the size and elements of all requested sign(s) on the property or building must be provided or the application WILL NOT be reviewed.*

3) Orion Township Building Permit: *An Orion Township building permit application must be included in order to erect any permanent signs.*

I hereby agree to erect and remove (if applicable) signage exactly as approved on this application:

Signature of Property Owner: _____ **Date:** _____

Signature of Applicant (or Contractor): Emily Dziegielewski **Date:** 1/7/25

TO BE COMPLETED BY VILLAGE STAFF - Date Received: Fee: Receipt #:

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

LOCATION MAP

A location map must include the following information:

- All property lines, buildings, fences, parking lots, driveways and adjacent streets.
- The location of all existing signs.
- The location of all proposed signs.

SIGN SKETCH PLAN

A sign sketch plan must include the following information:

- All sign dimensions.
- Wording of the sign.
- Building Signs: Must show length and width of building façade from grade and include roofline.
- Draw length, width, depth, and height of sign on building façade. Include all existing and proposed signage.
- Please note if any existing signage is to be removed.
- Any proposed internal or external lighting.
- Type of material sign is constructed from.

ALL APPLICATIONS MUST BE IN COMPLIANCE WITH THE STANDARDS OF THE VILLAGE SIGN ORDINANCE, CHAPTER 155, AS AMENDED.

Village of Lake Orion
EST 1859

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

TEMPORARY USE OF VILLAGE RIGHT-OF-WAY

(PROPERTY, STREETS AND SIDEWALKS)

APPLICANT INFORMATION

Applicant Name: Emily Dziegielewski **Business Name:** Lake Orion Downtown Development Authority

Applicant Phone #: 248-693-9742 **Address:** 118 N. Broadway St

Applicant E-Mail: office@downtownlakeorion.org **City, State, Zip:** Lake Orion, MI 48362

TYPE OF TEMPORARY USE

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

Briefly Describe Use/Project Activity: Ice carvings on sidewalks and designated parking spaces

RIGHT-OF-WAY (ROW) TO BE USED

Site Address: (*Property adjacent to street/sidewalk/ROW*) Along Broadway and Flint Sts

Temporary Use of Right-of-Way Begins – Day: Sat. Feb 1, 2025 **Time:** 10am

Temporary Use of Right-of-Way Ends – Day: Feb. 28, 2025 **Time:** 5pm (until melted)

ADDITIONAL REQUIRED INFORMATION

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

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

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

Signature of Applicant: Emily Dziegielewski **Date:** 1/7/25

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

APPROVAL / COMMENTS BY

Police Chief: _____ **Date:** 1/15/25

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

Fire Chief: _____ **Date:** _____

DPW Director: _____ **Date:** 1-15-25

Village Council: _____ **Date:** _____

OR

Village Manager: _____ **Date:** _____

Conditions of Approval: _____

Charter Township of Orion

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

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

January 16, 2025

Village of Lake Orion
21 E. Church Street
Lake Orion, MI 48362

RE: Ice Fest_2025

Lake Orion Village Council,

It is the recommendation of the Orion Township Fire Department that the event, Ice Fest, be approved with the following conditions.

1. There shall be no parking in the Fire Station parking lot or along Anderson Street.
2. All open burning warming hubs shall be attended at all times by a responsible adult and will follow open burning regulations.

John Pender

John Pender, Assistant Fire Chief
Orion Township Fire Department

Village of Lake Orion
EST 1859

COUNCIL ACTION SUMMARY SHEET

MEETING DATE: January 27, 2025

TOPIC: Planning Commission 2024 Annual Report and 2025 Work Plan

BACKGROUND BRIEF: Pursuant to Section 19 of the Michigan Planning Enabling Act, the Planning Commission has prepared and submitted a summary of the previous year's activities and anticipated work plan for the year ahead to the Village Council. McKenna has compiled the attached report on behalf of the Planning Commission, which was approved by the Commission at a regular meeting held on January 6, 2025. The report was subsequently forwarded to the Village Council to receive and file.

On January 13, 2025, at a regular meeting of the Village Council, it was the action of the Council to place the Annual Report and Work Plan on the agenda for discussion at a later meeting date.

RECOMMENDED MOTION: To receive and file the Planning Commission 2024 Annual Report and 2025 Work Plan.

ATTACHMENTS:
Planning Commission 2024 Annual Report and 2025 Work Plan

December 30, 2024 - Administrative Review
January 6, 2025 (anticipated) Planning Commission Review (Adopt w/wo changes or Table)
January 13, 2025 (anticipated) Village Council Review (Receive & File)

Planning Commission 2024 Annual Report & 2025 Work Plan

Village of Lake Orion, Michigan

Introduction & Purpose

In addition to fulfilling the requirements of the Michigan Planning Enabling Act, the Annual Report increases information-sharing between staff, boards, commissions, and the governing body, allowing anticipation of upcoming priorities. The Commission's Annual Report is a summary and status report of planning activities over the past year and is a communication tool to share recent achievements and plans for future community goals.

> *"A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development."*
>
> *MPEA, PA 33 of 2008, as amended*

Membership

We thank the following Commission members for their time commitment and contributions:

- James E. Zsenyuk, Chairperson
- Henry Lorant, Secretary
- Teresa Rutt, Council President
- Michael Lamb, Councilmember
- Larry Dunn, Commissioner
- Edward Sabol, Commissioner
- Darwin McClary, Administrative Official
- Two (2) Commissioner Vacancies

Former Commission members:

- Jerry Narsh, Fmr. Council President
- George Dandalides, Councilmember
- Nick Smith, Fmr. Commissioner

Village of Lake Orion
EST 1859

Meetings

The Village of Lake Orion Planning Commission met seven (7) times in 2024, meeting the minimum requirement of the MPEA of four (4) meeting per year.

Meeting dates with an (*) indicate one or more public hearing(s) was/were held for a specific project:

1. Monday, February 5, 2024
2. Monday May 6, 2024
3. Monday, June 3, 2024 *
4. Monday, July 1, 2024
5. Monday, August 5, 2024
6. Monday, November 4, 2024 *
7. Monday, December 2, 2024

All meetings were held in accordance with the Open Meetings Act, PA 267 of 1976. The public is welcome to attend all Planning Commission meetings; a "hearing of the public" is an agenda item at every meeting.

The Year in Review

The Village continued to experience steady growth in 2024, with several residential, commercial, and mixed-use projects either going under construction or nearing final approval and permitting. This is in addition to over 100 administrative Zoning Compliance permits being issued this past year for small-scale or single-unit residential and commercial property improvements, temporary uses of the Village right-of-way, and signage. Further, the Village authorized some key planning initiatives to shore up policy, code, and administrative processes to better serve the community and guide its development.

Active Development Projects

NAME / LOCATION	DESCRIPTION	REVIEW & APPROVAL STATUS
Orion Villas	Site plan and site condominium review for interlocal 8-unit townhouse development	June 5, 2023: Planning Commission Approval April 8, 2024: Council Condo Docs Approval January 10, 2024: Engineering Approval January 9, 2024: Final Zoning Approval **Construction: In Progress**
West Village	PUD/Site Plan review for 89-unit multi-family residential and mixed-use development on historic high school property.	September 7, 2021 Planning Commission PUD Eligibility Approval September 13, 2021 Council PUD Eligibility Approval October 4, 2021 Planning Commission Preliminary PUD Approval October 25, 2021 Council Preliminary PUD Approval October 10, 2022 Council PUD Extension Approval September 5, 2023 Planning Commission Final PUD Approval **October 24, 2023: Engineering & Fire Dept - Revise/Resubmit** December 11, 2023: Council PUD Agreement Approval **June 10, 2024: Council Amended PUD Agreement Approval**
44. E Flint	Site plan review for 4-story mixed-use development on existing parking lot	August 5, 2024: Planning Commission Approval October 2, 2024: Board of Zoning Appeals Variance Approval **Awaiting revised plans for Engineering & Fire Dept. Approval**
Snug Harbor	Site plan review for 4-unit multi-family development adjacent to Mystic Cove	May 6, 2024: Planning Commission Approval September 25, 2024: Engineering Approval **Final Zoning Approval/Address Assignment In Progress**
Mystic Cove	Site plan review for 47-unit multi-family residential and mixed-use development with dock and shoreline improvements	October 3, 2022: Planning Commission Approval June 2023: Council Land Division Approval April 23, 2024: Final Zoning Approval October 31, 2024: Engineering Approval **Construction In Progress**
Constellation Bay	Site plan review for 52-unit multi-family (townhouses & apartments) and mixed-use development with shoreline improvements	October 3, 2022: Planning Commission Approval April 3, 2023: Planning Commission Approval, amended site plan October 17, 2024: Engineering Approval November 26, 2024: Final Zoning Approval **Pre-Construction meeting held early December**
The Starboard	Site plan review for 12-unit multi-family residential (townhouse) & marina improvements	November 6, 2023: Planning Commission Approval November 27, 2023: Council License Agreement Approval **June 18, 2024: Engineering Revise/Resubmit**
The Peninsula	Site plan and site condominium review for 3-unit, single-family development	February 5, 2024: Planning Commission Approval April 8, 2024: Council Condo Doc Approval **October 9, 2024: Engineering Revise/Resubmit**
West Harbor	Single-family site condominiums	**Land division under review; pending Planning Commission and Village Council Approval**
Lake Street ROW Improvements	Improvements to Lake & Flint intersection adjacent to The Starboard	August 14, 2023: Preliminary Council Approval November 27, 2023: License Agreement Approval **August 29, 2024: Engineering Approval**
Cloud Retail	Site plan review for commercial (marijuana retail) development	March 13, 2023: Council Land Division Approval April 3, 2023: Planning Commission Approval **July 12, 2024: Engineering Revise/Resubmit**
146 S. Broadway	Commercial site plan 3-unit “white box”, interior & exterior modifications	October 2, 2023: Planning Commission Approval November 22, 2023: Final Zoning Approval **Construction completed in 2024; review and approval for changes of use and signage required for new tenants**

NAME / LOCATION	DESCRIPTION	REVIEW & APPROVAL STATUS
Elizabeth Street Apartments	Multi-family residential PUD for 16 units.	August 2, 2021: Planning Commission PUD Eligibility Approval August 9, 2021: Council PUD Eligibility Approval March 7, 2022: Planning Commission Preliminary PUD Approval March 14, 2023: Council Preliminary PUD Approval August 1, 2022: Planning Commission Final PUD Approval September 25, 2024: Engineering & Fire Dept. Revise/Resubmit **October 2024: Project Withdrawn**

Variances - Board of Zoning Appeals

NAME / LOCATION	DESCRIPTION	REVIEW & APPROVAL STATUS
600 Longpointe Parcel: 09-02-351-019	RL District: Roof projection for terrace 11.5 ft. variance from min. 25 ft. front setback 1.5 ft. variance from min. 5 ft. side yard setback	**February 1, 2024: Approved as presented**
136 N. Axford Parcel: 09-02-403-020	RV District: Above-ground pool 15 ft. variance from min. 25 ft. front setback 1.95% variance from max. 40% lot coverage	**June 6, 2024: Denied all variances**
512 Longpointe Parcel: 09-02-351-002	RL District: New single-family residence 13.42 ft. variance from min. 25 ft. street front setback 11.92 ft. variance from min. 25 ft. water front setback 4.25 ft. variance from max. 30 ft. height	**June 6, 2024: Approved, as noted** 10 ft. variance (street) 10 ft. variance (water) 4.25 ft. variance (height)
648 Buena Vista Parcel: 09-02-403-020	RV District: Addition to existing single-family residence 10.5 ft. variance from min. 25 ft. front setback 3.5 ft. variance from min. 10 ft. side setback 10.4 in. variance from required accessory structure placement behind front line of primary structure	**July 11, 2024: Approved, as noted, under new RL Zoning:** 10.5 ft. variance (front); Other variances not required under new zoning district.
44 E. Flint Parcels: 09-02-481-007 & 09-02-481-008	DC District: New mixed-use development 1.75 ft. variance from 10 ft. 4th story street setback	**October 3, 2024: Approved as presented**

Zoning Ordinance / Map Amendments

NAME / LOCATION	DESCRIPTION	REVIEW & APPROVAL STATUS
Article 9: MU, Mixed-Use District	Text amendment to allow multiple-family development without mixed-use/commercial component as a permitted use; landscaping permitted for parking lot screening; density requirements for multi-family uses.	June 3, 2024: Public Hearing June 3, 2024: Planning Commission Approval **Council Adoption Pending**
648 Buena Vista Parcel: 09-02-403-020	Map amendment to rezone from RV, Village District to RL, Lake District, per July 11, 2024 BZA approval	November 4, 2024: Public Hearing November 4, 2024: Planning Commission Approval November 25, 2024: Council Adoption
315 N. Lapeer Parcel: 09-02-354-020	Map amendment to rezone from RV, Village District to RM, Multiple Family District for potential redevelopment	November 4, 2024: Public Hearing November 4, 2024: Planning Commission Approval November 25, 2024: Council Adoption

Active Planning Initiatives

PROJECT	DESCRIPTION	STATUS
Master Plan: Strategic Action Plan for Implementation	RRC-required Action Plan and annual progress on implementation; project includes revised & restated Goals and Objectives.	Analysis, draft plan complete; public engagement, final review, and adoption in 2025.
Village-Owned Parcels and ROW Inventory and Mapping	Inventory and mapping of all Village-owned parcels and rights of way; includes sample site inspections, I.D. encroachments.	Data requisition, baseline mapping, and sample site inspections completed; authorization required for further study and recommendations.
Online Permitting	Administrative research for online Zoning Compliance permitting and coordination with Township.	In Progress - Cloud-based GoGov Permitting software under discussion with Admin. Staff.

The Year Ahead

The 2025 Work Plan outlines planning and economic development goals for the next year. The following list of projects for the Planning Commission and Village Council to consider is based on feedback from the administration, Redevelopment Ready Community (RRC) best practices, and our professional planning expertise:

Unified Master Plan

The current Master Plan was adopted in 2002 and the Planning Commission has overseen several piecemeal amendments to the Future Land Use Plan, Zoning Plan, and Action Plan over the years; however, community data and trend projections remain critically out of date and do not reflect recent changes in population, demographics, and development. Village Staff will work with the Planning Commission, Council, and other agencies to combine fresh data and trends with the most recent amendments to create an aesthetically, narratively, and statistically cohesive Master Plan. This effort should include a focus on one or more of the following issues/topics to maximize public participation, awareness, and policymaking:

Residential and/or Retail Market Analysis: The Village has seen a flurry of development lately, but additional analysis is needed to determined whether this development aligns with current conditions, future trends, and the needs for diverse housing and retail space. The State is interested in advancing housing goals and incentive grants should be pursued wherever possible.

Mobility Planning: The Village is a highly desirable place to live, work, and recreate; planning for the movement of people and goods is essential for a growing community. Provisions for non-motorized transportation, complete streets, parking and loading management, and the design of public rights of way will improve the safety and efficiency of movement through the Village.

Sustainability Planning: With limited land and natural resources, the Village must confront intense development pressure fairly and consistently and should establish clear policy for (but not limited to): the preservation of natural areas and open space on public and private land, protection of water resources by minimizing storm water runoff and impervious surfaces, and implementation of more robust landscaping standards for future development.

Master Plan Implementation

Progress on Master Plan implementation should be reviewed and reported annually (typically as part of the Annual Report and Work Plan) to satisfy RRC-Certified best practices. Once the Planning Commission and Council approve and adopt the Strategic Action Plan for Implementation, the Village will be able to easily document progress on its priority items.

Redevelopment Ready Communities Certification

RRC provides best practice recommendations to make the Village more redevelopment-ready; being engaged with the RRC program opens the community up to additional funding and technical support through MEDC. While the Village is up to date on most RRC recommendations, the following require attention:

Training Strategy & Joint Meetings: RRC requires a 2-year training strategy be developed for all boards and commissions. The previous training strategy ran through 2023; staff are working to update the training strategy for 2024-2026. RRC-Certified communities must also demonstrate collaboration across boards and commissions that review or approve developments; it is recommended that the Village Council, Planning Commission, Zoning Board, and DDA participate in a joint meeting at least once per year for training and discussion of ongoing and future development projects.

Guide to Development: As part of ongoing improvements to administrative processes, Village Staff are creating a guide for developers, contractors, residents, and public officials to understand and articulate review and approval processes for various development applications, including but not limited to site plans, special land uses, PUDs, variances, and amendments.

Public Participation Plan: A draft Public Participation Plan was presented at a joint meeting of the Council, DDA, and Planning Commission on December 8, 2020, with a recommendation for additional review by the Planning Commission and Council prior to publication. At this time, the Plan needs to be reviewed, updated as needed, and published to the Village website.

Comprehensive Zoning Ordinance Update

Like the current Master Plan, the current Zoning Ordinance is out of date, and piecemeal amendments over the years have contributed to inconsistencies in its interpretation and administration. A full diagnostic and update to the Zoning Ordinance would provide an opportunity to align with updated engineering best practices, where applicable, and advance the Village Strategic Action Plan. An update would employ RRC recommendations for text amendments geared toward improved accessibility and ease of use, which could also extend to the Village Sign Ordinance.

Village of Lake Orion
EST 1859

COUNCIL ACTION SUMMARY SHEET

MEETING DATE: January 27, 2025

TOPIC: Tax-Exempt Parcel and Right of Way Inventory and Mapping – Status Report

BACKGROUND BRIEF: McKenna was authorized to collect data, analyze, and inventory all tax-exempt parcels and rights-of-way within the Village. The deliverables to-date include a Village-wide map of all parcels and ROWs as well as a sample of site-specific maps and photos documenting encroachments / improvements on public property, along with a written report. The purpose of these deliverables is to demonstrate the potential issues relative to the extents of encroachments / improvements on public land (or bottomlands). This represents completion of Phase II of the project.

- Phase I – Data collection, draft Village map, and Village staff coordination.
- Phase II – Refine Village map, sample site inspections and documentation, draft site-specific maps, provide a report to Council outlining potential next steps.

McKenna was directed to chart a path forward for a comprehensive inventory and documentation of ALL Village-owned parcels and public rights-of-way, which is proposed within two additional phases and subject to Council review and authorization:

- Phase III – Comprehensive inventory, documentation, and analysis of all Village-owned parcels and rights-of-way, conduct public education and engagement, consult with Village staff, and provide a final report to the Council with potential corrective actions.
- Phase IV – Coordinate with Village staff, draft Implementation Plan with detailed, prioritized recommendations to address encroachment or occupation of public property.

Finally, upon further Council review and authorization, Village staff and consultants will work with residents and property owners to remedy concerns of encroachment or occupation of public land pertaining to public health, safety, and welfare, thereby minimizing future legal challenges.

- Phase V – Implementation of corrective actions over a multi-year period

PREVIOUS ACTION: To direct McKenna to carry out Phase II of the project.

COST: McKenna has proposed a scope of services for Phases III in the amount of $15,700.

RECOMMENDED MOTION: To approve the documents received by McKenna and to authorize McKenna's proceeding with Phase III of the project.

OR

To place the proposal on [a future meeting date] for consideration

ATTACHMENTS:
MEMO – ROW Parcel Inventory 012125
Village Map – 012225
Site Inventory Maps with Pictures 012225

MCKENNA

January 21, 2025

Ms. Teresa Rutt, Village President
Lake Orion Village Council
Village of Lake Orion
21 E. Church St.
Lake Orion, MI 48362

Subject: Status Update and Review – Publicly Owned Parcels and Right-of-Way Inventory Project

Dear President Rutt and Councilmembers:

We are pleased to provide the Village Council with an update on our comprehensive data inventory regarding Village-owned parcels and public rights-of-way ("ROW"). This project was approved in conjunction with the Department of Public Works, the Downtown Development Authority, Village engineering and geospatial consultants, and Oakland County, to **provide a complete list and map of Village-owned parcels and ROWs and preliminary investigation of encroachments/improvements on public land.** This process simultaneously satisfies the County Equalization Office's audit request for all tax-exempt properties within the Village.

NEXT STEPS

As the Council gains a clearer understanding of the extent of encroachments on public lands through reviewing this report and attachments, it is important to consider the potential for further investigation, consultation, and implementation – as well as any legal implications the work may present. Conducting **comprehensive field inspections and documenting those conditions** are the next steps for all Village-owned property and rights-of-way to determine the full scope of the challenge ahead. **Close consultation with the Village Manager, Attorney, Engineers, and Public Works Director** will be critical in developing draft recommendations for the Council's consideration; this consultation should continue through the development of an **Implementation Plan** to enact the Final Report's recommendations over the next several years. We also recommend some public engagement, such as a **Public Hearing or Survey**. Finally, **Implementation** of recommendations is anticipated to last at least two years; this is highly variable based on which recommendations may be employed by the Council and their legal implications.

An estimated schedule and cost for this future work is included at the end of this report.

Should you have any questions during your review or anytime during the project, do not hesitate to contact us.

Respectfully,

McKENNA

Laura Haw, AICP, NCI
Vice-President

Gage Belko, AICP
Associate Planner

Noah Bussell
Associate Planner

HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

O 248.596.0920
F 248.596.0930
MCKA.COM

DATA COLLECTION

For baseline analysis, McKenna coordinated with the Village Engineer, DPW Director, and other agencies to obtain and catalog existing datasets for preliminary review and refinement. Sources for these data include:

- **Oakland County:** Tax parcel data; 2023 high-resolution aerial imagery; ROW data with ownership classification; Exempt/Non-Exempt status.
- **Village of Lake Orion:** Confirmation of Village-owned and/or DDA-TIF parcels; Location of Village-owned, ground-level infrastructure from DPW Director and Village Engineer.
- **Other Data for Potential Mapping:** Location of historic easements; Oakland County's data only dates back approximately 60 years.

FIELD VISITS

On November 12, 2024, McKenna, DPW, and Village Engineering consultants identified a "10%" sample of sites for field investigations and photographs (listed below). On November 19, McKenna and the DPW Director inspected these areas to document their current conditions. Map insets of pictures show the current conditions and where pump stations and encroaching features are relative to the information collected from aerial imagery.

1. **Longpointe Drive:** Public lakeside ROW surrounded by Village-owned bottomlands of Lake Orion; several adjacent property-owners have made changes to the area over time. Nearby Village-owned parcel 09-03-486-006 routinely sees construction or storage trailer parking.
2. **Pump Station No. 6:** Sanitary sewer pump station located in a Village-owned parcel 09-11-104-007 along Westpointe Court, itself containing structures (bridge, retaining wall) necessary for land access to the westernmost properties. The pump station is adjacent to a sanitary manhole on private property recently covered by a deck expansion.
3. **Pump Station No. 7:** Sanitary sewer pump station located within the ROW at the corner of Bellevue Avenue and Buena Vista Avenue; includes general surrounding area, with nearby property-owners having made changes to the area over time.
4. **Pump Station No. 14:** Sanitary sewer pump station located along westbound Central Drive; situated on the property line between two private properties; adjacent property-owner has installed a large boulder retaining wall, with steps leading to a private dock.
5. **Unger Park:** Public property and ROW with structures (residence, mechanical) and private parking.

DELIVERABLES TO DATE

Attached to this memo are a series of maps and data collected and analyzed thus far.

- **Village Map and Parcel List.** A map of the entire Village identifying the current location of Village- and DDA-owned parcels as well as all public and private rights-of-way with 'ownership' classified as either private (typically platted subdivisions), Village (public roads, sidewalks), Oakland County, or the State of Michigan (public roads, sidewalks). This map also includes the location of the Village's sanitary sewer pump stations, critical infrastructure that are often adjacent to or within private property.
- **Site Maps.** These are reference maps to supplement the field visits that were conducted by McKenna and DPW staff to identify current conditions of access, ownership conflicts, and potential encroachments into Village-owned properties and ROWs. These include images taken during the field inspections.
- **Observation Matrix.** A cool name for the simple table on the following page itemizing the location, type, and intensity of various observed encroachments; the authorization status requires more granular data for the individual improvements by adjacent property-owners (there are hundreds), which might appear as sub-items beneath each general ROW / Village area or site. This table and the site maps will be used by DPW to establish a database of observations in Silversmith for future reference by the Village.

OBSERVATION MATRIX

The table below is a different way of organizing the narrative descriptions provided earlier. Tables lend themselves well to varying levels of granularity, priority, and status tracking.

Sample Area / Site Nearest Parcel(s) / Asset(s)	**Encroachments / Improvements**				
	Docks / Hoists, Boat Houses	Parking, Storage	Landscaping	Other structures or improvements	Permit or Authorization
Longpointe Dr. Lakeside ROW / 09-02-306-002 (Lake Orion) / 09-03-486-006 / all adj. parcels	Yes	Yes	Yes	Retaining wall(s), fireplace(s), awning(s), stairs	TBD, unlikely
Pump Station #6 / Westpointe ROW / 09-11-104-007 / adj. 09-11-104-008	Yes	-	Yes	Deck built over manhole on adj. property, stairs, bridge, retaining wall	TBD, unlikely
Pump Station #7 / 09-11-109-002 (Lake Orion) / Bellevue Ave ROW / Buena Vista Ave ROW / all adj. parcels	Yes	Yes	Yes	Fireplaces, awnings, stairs	TBD, unlikely
Pump Station #14 / adj. 09-03-429-012	Yes	-	Yes	Retaining walls	TBD, possible
09-11-153-001 (**Unger Park**) / adj. 09-11-151-007 & 09-11-151-008	-	Yes	Flower beds	Residential unit, mechanical units	Some, not all

RECOMMENDATIONS, IMPLEMENTATION, CORRECTIVE ACTION

Recommendations for implementing corrective action(s) would only be appropriate after full inventory and inspection of all Village-owned parcels and rights-of-way, additional consultation with Village staff, and public education and participation in the discussion. It is likely that recommendations will be comprised of a spectrum of actions to address a range of issues, from the stickier – condemnation, demolition, courts – to the less sticky – permits, agreements, land transfers – each carrying their own implications and challenges. Professional surveys will likely be necessary to determine the extent of platted bottomlands, accreted land, and "no-man's" land (unknown owner, unrecorded land), and to establish legal descriptions ensuring accurate assessment of existing encroachments. Further, corrective actions should be prioritized to ensure the best use of Village resources that best preserves and promotes the health, safety, and welfare of the entire community.

PROJECT SCHEDULE & FUTURE SCOPE

Table 1 is the established project schedule to-date; lighter text **and dates** = completed task. **Table 2** proposes a scope and estimated schedule for completion of a full inventory, report, and Implementation Plan to address the issues identified, which should be revised with Council's feedback; "**X**" = potential meeting timeframes. Additional work beyond January requires Council authorization. The estimated cost of carrying out **Phase III** is **$15,700**; **Gage Belko** and **Noah Bussell** are proposed to continue this work with Village staff and officials.

Table 1: Established Schedule

TASK	MONTH					
	AUG	SEP	OCT	NOV	DEC	JAN
Phase I						
1) Data Requests, Preliminary Mapping						
2) Draft Map, Parcel List Review w/ Council		23				
Phase II						
3) Review / Refine Data, Maps – Staff Consultation				12		
4) 10% Field Visits, Site Maps, Revisions				19		
5) Final Maps & Review with Village Staff						
6) Final Maps & Next Steps for Council Review						27

Table 2: Future Schedule – Phases, Next Steps, Cost

TASK	MONTH					Est. Cost
	FEB	MAR	APR	MAY → AUG	SEP	
Phase III						
7) Council Review and Authorization	X					-
8) Village-Wide Field Inventory & Documentation						$5,700
9) Draft Site Maps, Observation Matrix						$2,000
10) Legal, Engineering, DDA, & DPW Consultation						$3,750
11) Public Hearing / Engagement			X			$1,750
12) Draft & Present Report for PC / Council Review				X		$2,500
Phase IV						
13) Draft Implementation Plan						TBD
14) Final Implementation Plan for Council Review				X		TBD
15) Council Authorization for Implementation					X	-
Phase V: Implementation	2-5 YEARS					TBD

Village and DDA Tax Exempt Parcels and Right-of-Ways

Village of Lake Orion, Oakland County, Michigan

November 26, 2024



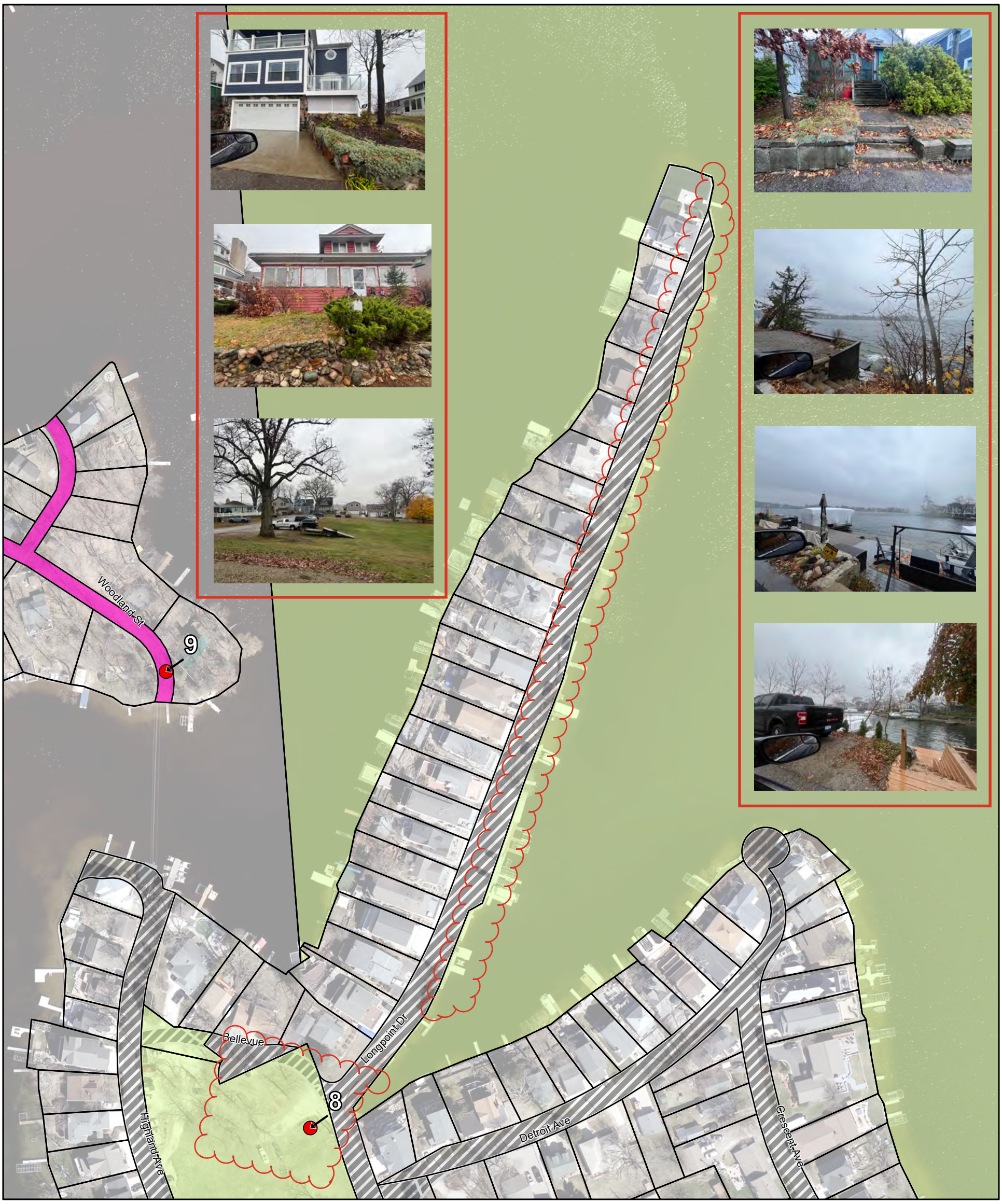
LEGEND

- Pump Station
- Parcels
- Village-Owned Tax Exempt Parcels (49 Parcels, 221.68 acres)
- Village DDA Tax Exempt Parcels (7 Parcels, 4.81 acres)
- Privately Owned ROW (3.44 acres)
- Village-Owned ROW (68.20 acres)
- County-Owned ROW (2.32 acres)
- State-Owned ROW (11.03 acres)
- Village Boundary

0 500 1,000 Feet

Basemap Source: Michigan Center for Geographic Information, Version 17a.
Data Source: Oakland County, 2023. McKenna, 2023.

MCKENNA



Longpointe Drive

Village of Lake Orion, Michigan

December 05, 2024

LEGEND

- Pump Station
- Village-Owned Tax Exempt Parcels
- Parcels
- Privately Owned ROW
- Village-Owned ROW

0 75 150 Feet

Basemap Source: Michigan Center for Geographic Information, Version 17a. Data Source: Oakland County, 2023. McKenna, 2023.

MCKENNA



Unger Park

Village of Lake Orion, Michigan

December 05, 2024

LEGEND

- Pump Station
- Village-Owned Tax Exempt Parcels
- Parcels
- Village-Owned ROW

0 10 20
Feet

Basemap Source: Michigan Center for Geographic Information, Version 17a. Data Source: Oakland County, 2023. McKenna, 2023.

MCKENNA









Pump Station No. 6

Village of Lake Orion, Michigan

December 05, 2024

LEGEND

- Pump Station
- Village-Owned Tax Exempt Parcels
- Parcels
- Village-Owned ROW

0 10 20
Feet

Basemap Source: Michigan Center for Geographic Information, Version 17a. Data Source: Oakland County, 2023. McKenna, 2023.

MCKENNA







Buena Vista

7

Pump Station No. 7

Village of Lake Orion, Michigan

December 05, 2024

LEGEND

- Pump Station
- Village-Owned Tax Exempt Parcels
- Parcels
- Village-Owned ROW

0 25 50
Feet

Basemap Source: Michigan Center for Geographic Information, Version 17a. Data Source: Oakland County, 2023. McKenna, 2023.

MCKENNA



Pump Station No. 14

Village of Lake Orion, Michigan

December 05, 2024

LEGEND

- Pump Station
- Parcels
- Village-Owned ROW

0 10 20
Feet

Basemap Source: Michigan Center for Geographic Information, Version 17a. Data Source: Oakland County, 2023. McKenna, 2023.

MCKENNA

Village of Lake Orion
EST 1859

COUNCIL ACTION SUMMARY SHEET

MEETING DATE: January 27, 2025

TOPIC Referral of Draft FY 2024-2030 Capital Improvement Plan to Planning Commission for Review and Comment

BACKGROUND BRIEF:

Administration is requesting that Village Council refer the draft FY 2024-2030 Capital Improvement Plan to the Planning Commission for review and comment and schedule the plan for consideration for adoption at Village Council's February 10, 2025, regular meeting. The Village Code of Ordinances exempts the Planning Commission from the development of the CIP. However, the Michigan Planning Enabling Act does permit the Planning Commission to recommend to the appropriate public officials programs for public structures and improvements and for the financing thereof, regardless of whether the planning commission is exempted from the requirement to prepare a capital improvements program. Referring the plan to the Planning Commission for review and comment is a courtesy in keeping with state law.

Council held work session meetings on January 8 and January 15 to review and discuss the draft plan for the current fiscal year as well as the subsequent five years in an effort to develop an initial comprehensive plan. An updated CIP will be presented to Council for consideration during the FY 2025-26 budget preparation process that will remove the current fiscal year and add FY 2030-31.

Attached is the final draft plan for the information of the Council.

SUMMARY OF PREVIOUS COUNCIL ACTION:

10/25/2023 - Council held a work session meeting to review the elements of a capital plan, the forms created to prepare the plan, and the initial draft plan. Administration requested that council submit any projects by the end of November for inclusion in the plan.

02/26/2024 - Council members offered their input on the various projects that were already listed in the preliminary Capital Improvement Plan (CIP). The Village Manager stated this Capital Improvement Plan (CIP) is a preliminary report and also stated funding options and projects will be further evaluated with upcoming budget sessions. Items that can't be funded accordingly can be moved to the next fiscal year or upcoming years to accommodate funding for select projects.

01/08/2025 – Council reviewed and discussed the draft FY 2024-2030 CIP and recommended changes.

01/15/2025 – Council continued its review and discussion of the draft plan and recommended final revisions.

FINANCIAL IMPACT:

The revised draft Capital Improvement Plan identifies approximately $28 million in capital needs for the Village over the next six years to be funded from a variety of sources.

RECOMMENDED MOTION:

To refer the draft FY 2024-2030 Capital Improvement Plan to the Planning Commission for review and comment at its February 3, 2025, regular meeting and to schedule the plan for consideration for adoption at the Village Council's February 10, 2025, regular meeting.

Village of Lake Orion
EST 1859

CAPITAL IMPROVEMENT PROGRAM
FY 2024-25 THROUGH FY 2029-30

Approved by Village Council on _____, 2025

ACKNOWLEDGMENTS

This Capital Improvement Program was developed and prepared by the Village of Lake Orion administration and Village Council with valuable contributions from Village boards and commissions, consultants, and partners.

LAKE ORION VILLAGE COUNCIL

Honorable Teresa Rutt, President
Stan Ford, President Pro-Tem
Alex Comparoni, Jr. Carl Cyrowski George Dandalides Michael Lamb Nancy Moshier

ADMINISTRATION

Darwin D. P. McClary, Village Manager
Sonja Stout, Clerk/Treasurer
Mark Amundson, Chief of Police Wesley Sanchez, Public Works Director

PLANNING COMMISSION

James Zsenyuk, Chair
Larry Dunn Henry Lorant
Michael Lamb Darwin McClary Teresa Rutt Edward Sabol

PARKS AND RECREATION ADVISORY COMMITTEE

Rosemary Ford, Chair
Alex Comparoni, Jr. Erin Crane Cristy Garbacik Jody Hand

DOWNTOWN DEVELOPMENT AUTHORITY

Debbie Burgess, Chair
Chris Barnett Alaina Campbell Sam Caruso Lloyd Coe
Hank Lorant Sally Medina Teresa Rutt Matt Shell
Matthew Gibb, Executive Director

CONSULTANTS AND PARTNERS

Beier Howlett, Legal Services
McKenna, Planning and Zoning Services
North Oakland Transportation Authority
Nowak & Fraus Engineers, Engineering Services
Oakland County Water Resources Commissioner
Orion Township Building Department
Orion Township Fire Department
Orion Township Library
VC3, Information Technology Services

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INTRODUCTION

The Village of Lake Orion Capital Improvement Program (CIP) is a multi-year planning instrument used to identify needs and financial resources for significant public improvements; to facilitate the orderly planning of those improvements; to maintain, preserve, and protect Lake Orion's existing infrastructure system; and to provide for the acquisition or scheduled replacement of assets to ensure the efficient delivery of services to the community. The CIP is also utilized to ensure that capital improvements are fiscally sound and consistent with the goals and policies of the Village Council, administration, and residents and business owners.

A comprehensive CIP is an essential tool for the planning and development of the social, physical, and economic wellbeing of the community. This process is a necessary step in an organized effort to strengthen the quality of public facilities and services; provide a framework for the realization of community goals and objectives; and provide a sound basis from which to build and maintain a healthy and vibrant community.

The CIP informs the Village of Lake Orion, residents, business owners, and stakeholders of the village's plans to address significant capital needs over the next six (6) years. Thereafter, the CIP is reviewed annually and another year's projects are added to the CIP. The CIP provides visual representations of the community's needs and may include maps that detail the timing, sequence, and location of capital projects. The CIP may also influence growth as infrastructure projects often impact development patterns.

The benefits the CIP provides for residents, business owners, and stakeholders may include but are not limited to:

- Optimizing the use of revenue
- Focusing attention on community goals, needs, and capabilities

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- Guiding future growth and development
- Encouraging efficient government
- Improving intergovernmental and regional cooperation
- Maintaining a sound and stable financial program
- Enhancing opportunities for participation in federal and/or state grant programs

Projects identified in the CIP represent the community's plan to serve both residents and businesses and anticipate the needs of a dynamic community. Projects are guided by various development plans and policies established by the Planning Commission, Village Administration, and Village Council. Plans and policies may include but are not limited to:

- Community master plan
- Redevelopment plans
- Downtown development plan
- Recreation master plan
- Transportation plans and nonmotorized transportation plans
- Asset management plans
- Intergovernmental, regional state, and federal plans
- Administrative plans and policies
- Goals and objectives of the Village Council

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CAPITAL IMPROVEMENT PROGRAM OVERVIEW

Preparation of the CIP is done under the authority of the Michigan Planning Enabling Act, Public Act 33 of 2008, as amended. The goal of the CIP is to implement the Community Master Plan and to assist in the community's financial planning for capital needs.

The CIP is dynamic. Each year, all projects included within the CIP are reviewed, a call for new projects is made, and adjustments are made to existing projects arising from changes in the amount of funding required, conditions, priorities, timelines, and other relevant considerations. A new year of programming is also added each year to replace the prior year funded in the annual operating budget.

The CIP should continue to develop over time by adding features to gradually improve quality and sophistication. Greater attention will be devoted to providing more detailed information about individual project requests, program planning, fiscal analyses, fiscal policies, and debt strategies.

CAPITAL IMPROVEMENT PROGRAM AND THE BUDGET PROCESS

The CIP plays a significant role in the implementation of the Community Master Plan by providing the link between planning and budgeting for capital projects. The CIP process precedes the budget process and is used to develop the capital project portion of the annual budget. Approval of the CIP by the Village Council does not mean that the council is granting final approval of all projects contained within the plan. Rather, by approving the CIP, the Village Council acknowledges that these projects represent a reasonable interpretation of the upcoming needs for the community and that projects contained in the first year of the plan are suitable for inclusion in the upcoming budget.

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Priority ranking of CIP projects does not necessarily correspond to funding sequence. For example, a street project that is ranked lower than a park project may be funded prior to the park project because the street project has access to a restricted revenue source, whereas a park project may have to compete for funding from other revenue sources. A project's funding depends upon many factors—not only its merit but also its location, cost, funding source, logistics, relation to other projects, and other considerations.

Lake Orion strives to maximize resources by maintaining a balance between operating and capital budgets. A continuous relationship exists between the CIP and the annual budget as should be expected in a properly managed strategic planning environment. Budget appropriations lapse at the end of each fiscal year as the operating budget is funded with recurring annual revenues, such as taxes, licenses, fines, user fees, and interest income.

The Village adheres to a "pay-as-you-go" philosophy to the greatest extent possible in developing the budget for the CIP. However, this position does not preclude Village Council from authorizing utilization of other sources of funding to address emergency situations or to take advantage of economies of scale by accelerating completion of multiyear projects. There may be instances in which federal or state requirements may necessitate the Village to obtain debt funding to remain in compliance with regulations. In addition, the availability of grants or gifts to the Village may enable projects to be implemented earlier than planned or the scope of such projects to be expanded.

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PROCESS FOR THE CAPITAL IMPROVEMENT PROGRAM

CIP ADMINISTRATIVE GROUP. Responsibility for development of the CIP rests with Village Administration after consultation with Village Council, boards and commissions, and other key stakeholders. Administration's development of the CIP includes review of the various plans, studies, and policies informing the capital needs of the village; development of project rating and weighting criteria; preparation of project requests and schedules; review of funding options; development of the draft CIP for discussion with the Village Council and other key stakeholders; and presentation of the final proposed CIP at a public hearing with the Village Council.

GOVERNING BODY. The Village Council is encouraged to use the CIP as a tool in the adoption of the annual budget in accordance with Village goals and objectives. Whenever funding for significant capital improvement projects is considered, Village Council should verify that the project has been included in the CIP and, if not, the reasons for circumventing the CIP process are appropriately documented. The Village Council retains final authority for the adoption of the multi-year CIP.

RESIDENTS, BUSINESSES, AND OTHER KEY STAKEHOLDERS. Residents, businesses, and other key stakeholders are encouraged to review the CIP (available online) and offer comments to, or participate in, discussion with the Village Council in the process of adopting the annual CIP and making subsequent annual amendments thereto. Village Council encourages open communication with residents and business owners by staff, boards and commissions, consultants and council members regarding the CIP.

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CAPITAL IMPROVEMENT PROGRAM CRITERIA

The Village of Lake Orion CIP defines a capital improvement project as a major nonrecurring expenditure that includes one or more of the following:

1. Construction of any new facility (e.g., public building, water or sanitary sewer mains, storm sewers, major and local roadways, recreational facilities, parking lots) or an addition to or extension of such facility, provided that the cost of such facility is at least $2,500 and that the improvement will have a useful life of more than one (1) year.
2. Nonrecurring rehabilitation of all or a part of a Village-owned building, public grounds, or a facility, provided that the cost of such rehabilitation is at least $2,500 and the improvement will have a useful life of more than one (1) year.
3. Purchase or replacement of vehicles, equipment, or tools to support community programs or services, provided that the cost of such vehicles, equipment, or tools is at least $2,500, has a useful life of more than one (1) year, and will be coded to a capital asset account.
4. A planning, feasibility, engineering, or design study that **is** related to an individual capital improvement project, or to a program that is implemented through individual capital improvement projects, **regardless of the cost of the study**, provided the cost of such project for which the study relates is at least $15,000 and will have a useful life of more than one (1) year.
5. A planning, feasibility, engineering, or design study that **is not** related to an individual capital improvement project, or program that is implemented through an individual capital improvement project, **regardless of the cost of the study**, provided the total cost of all projects intended to result from such study is at least $15,000.

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6. Acquisition of land for a public purpose that is not part of an individual capital improvement project, or a program that is implemented through individual capital improvement projects, provided that the cost of such land is at least $2,500. Land purchased as part of an individual capital improvement project will be included in the cost of that particular project.

CAPITAL IMPROVEMENT PROGRAM FUNDING

Capital improvement projects often involve the outlay of substantial funds necessitating access to numerous sources to provide financing for greater than one fiscal year and frequently for the life of the project. Capital funding sources are often earmarked for specific purposes and cannot be transferred from one capital program to another. For example, millage funds raised by the Village for streets must be used for the purposes that were stated when the voters approved the millage. The CIP must be prepared with some projections as to the amount of funding available. The following is a summary of the funding sources for projects included in the CIP.

GENERAL FUND. Equipment purchases or public improvement projects, the benefit of which is shared by the community generally, are considered general operating expenditures, or are expenditures that cannot be appropriately assigned to another funding source typically derive their funding from the Village of Lake Orion General Fund. The General Fund receives its revenue from the general operating tax levy set by the Village Council annually as well as other general sources of revenue.

ENTERPRISE FUNDS. In enterprise financing, funds are accumulated in advance for capital requirements. Enterprise funds not only pay for capital improvements but also for the day-to-day operations of community services and the debt payments on revenue bonds

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and loans. The community can set levels for capital projects; however, increases in capital expenditures for water mains, for example, could result in increased rates. Enterprise fund dollars can only be used on projects related to that enterprise fund (e.g., water system funds can only be used for expenditures relating to the water system).

BONDS. When the Village of Lake Orion sells bonds, purchasers of those bonds are, in effect, lending money to the community. The money is repaid, with interest, from taxes or fees over several years. The logic behind issuing bonds (or "floating a bond issue") for capital projects is that the citizens who benefit from the capital improvement should help the community pay for them. Lake Orion issues bonds in two (2) forms:

- ***General Obligation Bonds***. Perhaps the most flexible of all capital funding sources, General Obligation Bonds can be used for the design or construction of any capital project. These bonds are financed through property taxes. In financing through this method, the taxing power of the community is pledged to pay interest and principal to retire the debt. Voter approval is required if the community wants to increase the taxes that it levies and the amount is within Lake Orion's state-mandated debt limit. To minimize the need for property tax increases, the community makes every effort to coordinate new bond issues with the retirement of previous bonds. General Obligation Bonds are authorized by a variety of state statutes.
- ***Revenue Bonds***. Revenue bonds are sold for projects that produce revenues, such as water and sewer system projects. Revenue bonds depend on user charges and other project-related income to cover their costs. Unlike General Obligation Bonds, revenue bonds are not included in the state-mandated debt limits because the full

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faith and credit of the community do not back them. Revenue bonds are authorized by Public Act 94 of 1933.

ACT 51 FUNDS. Based on a formula set by the State of Michigan through Public Act 51 of 1951, as amended, the Village receives a portion of the tax placed on motor vehicle fuel sales, vehicle registration fees, and highway usage in the state. The restrictions placed on the expenditure of these funds ensure that they will be spent on transportation-related projects or operations and services, specifically through the Village's Act 51 Major Street Fund or Local Street Fund.

TAX INCREMENT FINANCING (TIF). Tax increment financing is a municipal financing tool that may be used to renovate or redevelop declining areas while improving their tax base. TIF applies the growth in tax base over time within a TIF redevelopment area to pay for project-related public improvements. For purposes of financing activities within the Village's downtown district, the Village Council established the Lake Orion Downtown Development Authority (DDA) and adopted its first TIF plan in 1985. In 2020, the council extended the DDA TIF Plan through 2039. The Recodified Tax Increment Financing Act, Public Act 57 of 2018, authorizes a number of TIF options, including downtown development authorities.

TAX LEVIES. The property tax levy is a millage rate imposed on the taxable value of real and personal property and is one of the most important sources of community revenue. The property tax rate is stated in mills (one dollar for each $1,000 of taxable value). This rate is applied to a property's taxable value, a concept established by Proposal "A" in 1994, after the application of all tax exemptions. Millages are either authorized by state statute or are voter-approved and are specifically earmarked for a particular purpose. For example,

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a street millage provides funding dedicated to the maintenance of streets beyond the revenue received from the State of Michigan through Act 51. The community is authorized to utilize millages under the Michigan Home Rule Village Act, Public Act 278 of 1909, as amended.

STATE AND FEDERAL GRANT FUNDS. The state and federal governments make funds available to communities through specific grants and aid programs. Funds are often tied directly to a particular program while the community may have discretion in the expenditure of funds under other grant programs, within certain parameters. For the most part, the community has no direct control over the amount of money received under these programs.

SPECIAL ASSESSMENTS. Capital improvements that benefit particular properties, rather than the entire community, may be financed more equitably by special assessment (i.e., a charge against properties that benefit directly through an appropriate allocation formula). Local improvements most often financed by this method include street improvements, sidewalks, streetscape improvements, and parking lots.

DEVELOPER CONTRIBUTIONS. Occasionally, capital improvements are required to serve new development. Should funding not be forthcoming from the community to construct such improvements, developers may agree to voluntarily contribute their share or to install the facilities themselves so the development can proceed. It should be noted here that development impact fees (i.e., requiring developers to pay for public improvements) are not permitted in Michigan.

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FUND RESERVES. A budgeted use of unencumbered fund reserves is permissible when fund expenditures prove to be less than anticipated and resulting fund reserves are available to reallocate to appropriate capital program purposes related to the contributing fund.

OTHER REVENUE. Other revenues include those that cannot be easily classified in the revenue centers list above. Other revenue may consist of bank or interfund installment loans, interest on investments, cost recovery or reimbursements, metered parking or other service or program fees or charges, insurance proceeds, court judgments, penalties, or other miscellaneous revenue.

CAPITAL IMPROVEMENT PROGRAM FINANCIAL PLAN

The financial plan for the ensuing six-year Capital Improvement Program for the Village of Lake Orion is included on the following pages. It is the intent of the Village that the CIP will be reviewed annually and the program updated to reflect changes in the CIP projects as some projects are completed, others are amended or reprioritized, and new projects are added. The Village of Lake Orion Capital Projects Fund, Fund 401, accounts for all revenues and expenditures of the Capital Improvement Program anticipated to be received or expended during the current fiscal year.

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VILLAGE OF LAKE ORION CAPITAL IMPROVEMENT PROGRAM SUMMARY

BY DEPARTMENT OR ACTIVITY:	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	TOTAL
Council	0	0	0	0	0	0	0
Manager	2,500	0	0	3,000	0	0	5,500
Clerk	1,500	0	0	0	0	0	1,500
Finance/Treasury	6,000	0	0	0	0	0	6,000
General Activities	15,400	0	0	0	0	0	15,400
Building/Planning/Zoning	1,500	0	45,000	0	0	0	46,500
Police	86,596	116,000	126,800	61,800	127,800	59,400	578,396
Public Works	1,500	45,000	300,000	0	0	0	346,500
Parks & Recreation	26,000	176,000	36,000	0	0	0	238,000
DDA	0	0	0	0	0	0	0
DDA Bond & Property Redevelopment	0	0	0	0	0	0	0
DDA Public Infrastructure	0	100,000	0	0	0	0	100,000
Grounds/Parking/Structures	60,000	86,500	75,000	0	0	0	221,500
Major Streets	15,000	58,000	156,000	81,000	150,000	150,000	610,000
Local Streets	100,000	547,000	435,000	518,000	550,000	550,000	2,700,000
Sidewalks	9,000	39,000	39,000	39,000	39,000	39,000	204,000
Water	173,410	513,410	243,410	7,611,250	111,250	111,250	8,763,980
Sanitary Sewer	3,727,010	5,428,619	5,407,303	0	278,000	0	14,840,932
Storm Sewer	0	5,000	5,000	5,000	5,000	5,000	25,000
Cemetery	40,000	0	15,000	0	0	0	55,000
TOTAL:	**4,265,416**	**7,114,529**	**6,883,513**	**8,319,050**	**1,261,050**	**914,650**	**28,758,208**

BY FUNDING SOURCE:	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	TOTAL
Operating Revenue	0	0	0	0	0	0	0
General Fund	82,400	124,200	135,000	8,000	5,000	5,000	359,600
Public Works Fund	0	5,000	0	0	0	0	5,000
Major Streets	16,125	42,750	79,750	42,250	76,750	76,750	334,375
Local Streets	80,125	150,500	110,500	131,250	139,250	139,250	750,875
Police Fund	86,596	86,800	106,800	41,800	107,800	39,400	469,196
Solid Waste	0	0	0	0	0	0	0
DDA	1,500	0	0	0	0	0	1,500
Capital Improvement	0	0	0	0	0	0	0
DDA Bond & Property Redevelopment Fund	0	0	0	0	0	0	0
DDA Public Infrastructure	26,000	257,200	46,000	20,000	20,000	20,000	389,200
Motor Pool	0	0	0	0	0	0	0
Sidewalk Fund							0
Water & Sewer Fund	404,660	525,410	243,410	111,250	389,250	111,250	1,785,230
Cemetery Fund	40,000	10,000	15,000	0	0	0	65,000
Bond Issue	1,313,010	4,678,619	4,657,303	6,000,000	0	0	16,648,932
Grant	2,194,000	768,300	759,000	1,509,000	9,000	9,000	5,248,300
Special Assessment	0	465,750	430,750	455,500	514,000	514,000	2,380,000
Millage	0	0	0	0	0	0	0
Other	21,000	0	300,000	0	0	0	321,000
TOTAL:	**4,265,416**	**7,114,529**	**6,883,513**	**8,319,050**	**1,261,050**	**914,650**	**28,758,208**

VILLAGE COUNCIL CAPITAL IMPROVEMENT PROGRAM

PROJECT NO.	CAPITAL ITEM	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	TOTALS
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
	TOTALS:	0	0	0	0	0	0	0

FUNDING SOURCES:	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	TOTALS
Operating Revenue							0
General Fund							0
Major Streets							0
Local Streets							0
Police Fund							0
Solid Waste							0
DDA							0
Capital Improvement							0
DDA Bond & Property Redevelopment Fund							0
DDA Public Infrastructure							0
Motor Pool							0
Water & Sewer Fund							0
Cemetery Fund							0
Bond Issue							0
Grant							0
Special Assessment							0
Millage							0
Other							0
TOTALS:	0	0	0	0	0	0	0

VILLAGE MANAGER CAPITAL IMPROVEMENT PROGRAM

PROJECT NO.	CAPITAL ITEM	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	TOTALS
B-171-1	Laptop Computer w/ Docking				3,000			3,000
B-171-2	Conference Phone - Manager's Office	1,000						1,000
B-171-3	Village Manager Desktop Computer	1,500						1,500
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
	TOTALS:	2,500	0	0	3,000	0	0	5,500

FUNDING SOURCES:	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	TOTALS
Operating Revenue							0
General Fund	2,500			3,000			5,500
Major Streets							0
Local Streets							0
Police Fund							0
Solid Waste							0
DDA							0
Capital Improvement							0
DDA Bond & Property							
Redevelopment Fund							0
DDA Public Infrastructure							0
Motor Pool							0
Water & Sewer Fund							0
Cemetery Fund							0
Bond Issue							0
Grant							0
Special Assessment							0
Millage							0
Other							0
TOTALS:	2,500	0	0	3,000	0	0	5,500

VILLAGE CLERK CAPITAL IMPROVEMENT PROGRAM

PROJECT NO.	CAPITAL ITEM	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	TOTALS
B-215-1	Desktop Computer	1,500						1,500
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
	TOTALS:	1,500	0	0	0	0	0	1,500

FUNDING SOURCES:	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	TOTALS
Operating Revenue							0
General Fund	1,500						1,500
Major Streets							0
Local Streets							0
Police Fund							0
Solid Waste							0
DDA							0
Capital Improvement							0
DDA Bond & Property							
Redevelopment Fund							0
DDA Public Infrastructure							0
Motor Pool							0
Water & Sewer Fund							0
Cemetery Fund							0
Bond Issue							0
Grant							0
Special Assessment							0
Millage							0
Other							0
TOTALS:	1,500	0	0	0	0	0	1,500

FINANCE/TREASURY CAPITAL IMPROVEMENT PROGRAM

PROJECT NO.	CAPITAL ITEM	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	TOTALS
B-253-1	Desktop Computers for Clerk/Treasurer, Deputy Finance Director, Payroll Clerk, Cashier	6,000						6,000
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
	TOTALS:	6,000	0	0	0	0	0	6,000

FUNDING SOURCES:	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	TOTALS
Operating Revenue							0
General Fund	1,500						1,500
Major Streets	750						750
Local Streets	750						750
Police Fund							0
Solid Waste							0
DDA	1,500						1,500
Capital Improvement							0
DDA Bond & Property							
Redevelopment Fund							0
DDA Public Infrastructure							0
Motor Pool							0
Water & Sewer Fund	1,500						1,500
Cemetery Fund							0
Bond Issue							0
Grant							0
Special Assessment							0
Millage							0
Other							0
TOTALS:	6,000	0	0	0	0	0	6,000

GENERAL ACTIVITIES CAPITAL IMPROVEMENT PROGRAM

PROJECT NO.	CAPITAL ITEM	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	TOTALS
B-260-1	Desktop Computer for Office Coordinator	1,500						1,500
B-260-2	Chairs - Council Chambers & Conference Room	8,400						8,400
101-260-03	Conference Room Phone	1,500						1,500
								0
101-260-05	Network Servers - VLOSVR and VLOMVH	4,000						4,000
								0
								0
								0
								0
								0
								0
								0
	TOTALS:	15,400	0	0	0	0	0	15,400

FUNDING SOURCES:	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	TOTALS
Operating Revenue							0
General Fund	15,400						15,400
Major Streets							0
Local Streets							0
Police Fund							0
Solid Waste							0
DDA							0
Capital Improvement							0
DDA Bond & Property							
Redevelopment Fund							0
DDA Public Infrastructure							0
Motor Pool							0
Water & Sewer Fund							0
Cemetery Fund							0
Bond Issue							0
Grant							0
Special Assessment							0
Millage							0
Other							0
TOTALS:	15,400	0	0	0	0	0	15,400

BUILDING/PLANNING/ZONING CAPITAL IMPROVEMENT PROGRAM

PROJECT NO.	CAPITAL ITEM	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	TOTALS
B-721-1	Desktop Computer for Planning and Zoning Coordinator	1,500						1,500
	Community Master Plan Update			30,000				30,000
	Parks & Recreation Master Plan Update			15,000				15,000
								0
								0
								0
								0
								0
								0
								0
	TOTALS:	1,500	0	45,000	0	0	0	46,500

FUNDING SOURCES:	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	TOTALS
Operating Revenue							0
General Fund	1,500		45,000				46,500
Major Streets							0
Local Streets							0
Police Fund							0
Solid Waste							0
DDA							0
Capital Improvement							0
DDA Bond & Property							
Redevelopment Fund							0
DDA Public Infrastructure							0
Motor Pool							0
Water & Sewer Fund							0
Cemetery Fund							0
Bond Issue							0
Grant							0
Special Assessment							0
Millage							0
Other							0
TOTALS:	1,500	0	45,000	0	0	0	46,500

POLICE CAPITAL IMPROVEMENT PROGRAM

PROJECT NO.	CAPITAL ITEM	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	TOTALS
207-1	Desktop Computers (6) for Chief, Lt., Records Clerk, Officers, Reserves	15,653						15,653
207-2	Police Vehicle	56,000						56,000
207-3	Glock M45 9mm Handguns and Leather Gear (17)	14,943						14,943
	Taser Replacements (8)		4,000	4,000	4,000	4,000	4,000	20,000
	Public Radar Sign			5,000				5,000
	Police Vehicle Replacement			60,000		66,000		126,000
	Ford Maverick		35,000					35,000
	Lidar Unit		8,000					8,000
	Vehicle Camera Replacement (5)		8,000	8,000	8,000	8,000	8,000	40,000
	Body Camera Replacement (9)		4,800	4,800	4,800	4,800	2,400	21,600
	Special Event Safety Equipment		20,000	20,000	20,000	20,000	20,000	100,000
	Public Safety Technology		25,000	25,000	25,000	25,000	25,000	125,000
	Bicycle Patrol Equipment		11,200					11,200
	TOTALS:	**86,596**	**116,000**	**126,800**	**61,800**	**127,800**	**59,400**	**578,396**

FUNDING SOURCES:	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	TOTALS
Operating Revenue							0
General Fund							0
Major Streets							0
Local Streets							0
Police Fund	86,596	84,800	106,800	41,800	107,800	39,400	467,196
Solid Waste							0
DDA							0
Capital Improvement							0
DDA Bond & Property Redevelopment Fund							0
DDA Public Infrastructure		31,200	20,000	20,000	20,000	20,000	111,200
Motor Pool							0
Water & Sewer Fund							0
Cemetery Fund							0
Bond Issue							0
Grant							0
Special Assessment							0
Millage							0
Other							0
TOTALS:	**86,596**	**116,000**	**126,800**	**61,800**	**127,800**	**59,400**	**578,396**

PUBLIC WORKS CAPITAL IMPROVEMENT PROGRAM

PROJECT NO.	CAPITAL ITEM	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	TOTALS
B-125-2	Desktop Computer for Director	1,500						1,500
	DPW Admin Pickup Truck		45,000					45,000
	DPW Garage Building Replacement			300,000				300,000
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
	TOTALS:	1,500	45,000	300,000	0	0	0	346,500

FUNDING SOURCES:	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	TOTALS
Operating Revenue							0
General Fund							0
Public Works Fund		5,000					5,000
Major Streets	375	10,000					10,375
Local Streets	375	10,000					10,375
Police Fund							0
Solid Waste							0
DDA							0
Capital Improvement							0
DDA Bond & Property Redevelopment Fund							0
DDA Public Infrastructure							0
Motor Pool							0
Water & Sewer Fund	750	10,000					10,750
Cemetery Fund		10,000					10,000
Bond Issue							0
Grant							0
Special Assessment							0
Millage							0
Other - Installment Loan			300,000				300,000
TOTALS:	1,500	45,000	300,000	0	0	0	346,500

PARKS & RECREATION CAPITAL IMPROVEMENT PROGRAM

PROJECT NO.	CAPITAL ITEM	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	TOTALS
	Atwater Park Basketball Court		40,000					40,000
	Paint Creek bank stabilization	26,000	36,000	36,000				98,000
	Children's Park Bridge Replacement		100,000					100,000
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
	TOTALS:	26,000	176,000	36,000	0	0	0	238,000

FUNDING SOURCES:	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	TOTALS
Operating Revenue							0
General Fund		40,700	10,000				50,700
Major Streets							0
Local Streets							0
Police Fund							0
Solid Waste							0
DDA							0
Capital Improvement							0
DDA Bond & Property Redevelopment Fund							0
DDA Public Infrastructure	26,000	126,000	26,000				178,000
Motor Pool							0
Water & Sewer Fund							0
Cemetery Fund							0
Bond Issue							0
Grant		9,300					9,300
Special Assessment							0
Millage							0
Other							0
TOTALS:	26,000	176,000	36,000	0	0	0	238,000

DOWNTOWN DEVELOPMENT AUTHORITY CAPITAL IMPROVEMENT PROGRAM

PROJECT NO.	CAPITAL ITEM	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	TOTALS
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
	TOTALS:	0	0	0	0	0	0	0

FUNDING SOURCES:	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	TOTALS
Operating Revenue							0
General Fund							0
Major Streets							0
Local Streets							0
Police Fund							0
Solid Waste							0
DDA							0
Capital Improvement							0
DDA Bond & Property							
Redevelopment Fund							0
DDA Public Infrastructure							0
Motor Pool							0
Water & Sewer Fund							0
Cemetery Fund							0
Bond Issue							0
Grant							0
Special Assessment							0
Millage							0
Other							0
TOTALS:	0	0	0	0	0	0	0

DDA BOND & PROPERTY REDEVELOPMENT CAPITAL IMPROVEMENT PROGRAM

PROJECT NO.	CAPITAL ITEM	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	TOTALS
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
	TOTALS:	0	0	0	0	0	0	0

FUNDING SOURCES:	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	TOTALS
Operating Revenue							0
General Fund							0
Major Streets							0
Local Streets							0
Police Fund							0
Solid Waste							0
DDA							0
Capital Improvement							0
DDA Bond & Property							
Redevelopment Fund							0
DDA Public Infrastructure							0
Motor Pool							0
Water & Sewer Fund							0
Cemetery Fund							0
Bond Issue							0
Grant							0
Special Assessment							0
Millage							0
Other							0
TOTALS:	0	0	0	0	0	0	0

DDA PUBLIC INFRASTRUCTURE CAPITAL IMPROVEMENT PROGRAM

PROJECT NO.	CAPITAL ITEM	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	TOTALS
405-01	Public Safety Communications Tower Demolition		100,000					100,000
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
	TOTALS:	0	100,000	0	0	0	0	100,000

FUNDING SOURCES:	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	TOTALS
Operating Revenue							0
General Fund							0
Major Streets							0
Local Streets							0
Police Fund							0
Solid Waste							0
DDA							0
Capital Improvement							0
DDA Bond & Property Redevelopment Fund							0
DDA Public Infrastructure		100,000					100,000
Motor Pool							0
Water & Sewer Fund							0
Cemetery Fund							0
Bond Issue							0
Grant							0
Special Assessment							0
Millage							0
Other							0
TOTALS:	0	100,000	0	0	0	0	100,000

GROUNDS/PARKING/STRUCTURES CAPITAL IMPROVEMENT PROGRAM

PROJECT NO.	CAPITAL ITEM	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	TOTALS
B-260-1	Village Hall Parking Lot			75,000				75,000
	Lake Bypass Outfall Structure Improvements (Oat Soda)		25,000					25,000
	Lake Bypass Outfall Gate Structure Improvements		50,000					50,000
B-260-3	Premisys Security System Computer		10,000					10,000
B-260-4	Village Hall Camera Security Computer		1,500					1,500
	Village Hall Steeple & Council Chambers Ceiling Repairs	60,000						60,000
								0
								0
								0
								0
								0
								0
	TOTALS:	60,000	86,500	75,000	0	0	0	221,500

FUNDING SOURCES:	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	TOTALS
Operating Revenue							0
General Fund	60,000	78,500	75,000				213,500
Major Streets		2,000					2,000
Local Streets		2,000					2,000
Police Fund		2,000					2,000
Solid Waste							0
DDA							0
Capital Improvement							0
DDA Bond & Property							
Redevelopment Fund							0
DDA Public Infrastructure							0
Motor Pool							0
Water & Sewer Fund		2,000					2,000
Cemetery Fund							0
Bond Issue							0
Grant							0
Special Assessment							0
Millage							0
Other							0
TOTALS:	60,000	86,500	75,000	0	0	0	221,500

MAJOR STREETS CAPITAL IMPROVEMENT PROGRAM

PROJECT NO.	CAPITAL ITEM	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	TOTALS
	Crack Sealing	15,000						15,000
	PAMP Treatment Program "A"		58,000					58,000
	PAMP Treatment Program "B"			156,000				156,000
	PAMP Treatment Program "C"				81,000			81,000
	Future Projects (undetermined)					150,000	150,000	300,000
								0
								0
								0
								0
								0
								0
								0
								0
								0
	TOTALS:	15,000	58,000	156,000	81,000	150,000	150,000	610,000

FUNDING SOURCES:	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	TOTALS
Operating Revenue							0
General Fund							0
Major Streets	15,000	29,000	78,000	40,500	75,000	75,000	312,500
Local Streets							0
Police Fund							0
Solid Waste							0
DDA							0
Capital Improvement							0
DDA Bond & Property							
Redevelopment Fund							0
DDA Public Infrastructure							0
Motor Pool							0
Water & Sewer Fund							0
Cemetery Fund							0
Bond Issue							0
Grant							0
Special Assessment		29,000	78,000	40,500	75,000	75,000	297,500
Millage							0
Other							0
TOTALS:	15,000	58,000	156,000	81,000	150,000	150,000	610,000

LOCAL STREETS CAPITAL IMPROVEMENT PROGRAM

PROJECT NO.	CAPITAL ITEM	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	TOTALS
	Park Avenue Retaining Wall Replacement	100,000						100,000
	PAMP Treatment Program "A"		547,000					547,000
	PAMP Treatment Program "B"			435,000				435,000
	PAMP Treatment Program "C"				518,000			518,000
	Future Projects (undetermined)					550,000	550,000	1,100,000
								0
								0
								0
								0
								0
								0
								0
								0
								0
	TOTALS:	100,000	547,000	435,000	518,000	550,000	550,000	2,700,000

FUNDING SOURCES:	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	TOTALS
Operating Revenue							0
General Fund							0
Major Streets							0
Local Streets	79,000	136,750	108,750	129,500	137,500	137,500	729,000
Police Fund							0
Solid Waste							0
DDA							0
Capital Improvement							0
DDA Bond & Property Redevelopment Fund							0
DDA Public Infrastructure							0
Motor Pool							0
Water & Sewer Fund							0
Cemetery Fund							0
Bond Issue							0
Grant							0
Special Assessment		410,250	326,250	388,500	412,500	412,500	1,950,000
Millage							0
Other - Cost Sharing Agreementt	21,000						21,000
TOTALS:	100,000	547,000	435,000	518,000	550,000	550,000	2,700,000

SIDEWALKS CAPITAL IMPROVEMENT PROGRAM

PROJECT NO.	CAPITAL ITEM	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	TOTALS
	Annual Sidewalk Improvement Program		30,000	30,000	30,000	30,000	30,000	150,000
	Sidewalk Handicap Ramps	9,000	9,000	9,000	9,000	9,000	9,000	54,000
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
	TOTALS:	9,000	39,000	39,000	39,000	39,000	39,000	204,000

FUNDING SOURCES:	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	TOTALS
Operating Revenue							0
General Fund							0
Major Streets - Nonmotorized		1,750	1,750	1,750	1,750	1,750	8,750
Local Streets - Nonmotorized		1,750	1,750	1,750	1,750	1,750	8,750
Police Fund							0
Solid Waste							0
DDA							0
Capital Improvement							0
DDA Bond & Property							
Redevelopment Fund							0
DDA Public Infrastructure							0
Motor Pool							0
Water & Sewer Fund							0
Cemetery Fund							0
Bond Issue							0
Grant - CDBG	9,000	9,000	9,000	9,000	9,000	9,000	54,000
Special Assessment		26,500	26,500	26,500	26,500	26,500	132,500
Millage							0
Other							0
TOTALS:	9,000	39,000	39,000	39,000	39,000	39,000	204,000

WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM

PROJECT NO.	CAPITAL ITEM	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	TOTALS
592-1	Water Main Replacement Phase III & IV				7,500,000			7,500,000
592-2	Water Service Line Lead Verification	32,160	32,160	32,160				96,480
592-3	Lead Service Line Replacement	81,250	81,250	81,250	81,250	81,250	81,250	487,500
592-4	Water Meter Replacement		350,000					350,000
592-5	AMR Automatic Meter Reading System	30,000						30,000
592-6	Water Meter Radio Read Tower			100,000				100,000
592-7	Fire Hydrant Replacement	30,000	30,000	30,000	30,000	30,000	30,000	180,000
	Cut and cap old wellhead in DPW cold barn		20,000					20,000
								0
								0
								0
								0
								0
								0
								0
	TOTALS:	173,410	513,410	243,410	7,611,250	111,250	111,250	8,763,980

FUNDING SOURCES:	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	TOTALS
Operating Revenue							0
General Fund							0
Major Streets							0
Local Streets							0
Police Fund							0
Solid Waste							0
DDA							0
Capital Improvement							0
DDA Bond & Property							
Redevelopment Fund							0
DDA Public Infrastructure							0
Motor Pool							0
Water & Sewer Fund	173,410	513,410	243,410	111,250	111,250	111,250	1,263,980
Cemetery Fund							0
Bond Issue				6,000,000			6,000,000
Grant				1,500,000			1,500,000
Special Assessment							0
Millage							0
Other							0
TOTALS:	173,410	513,410	243,410	7,611,250	111,250	111,250	8,763,980

SANITARY SEWER SYSTEM CAPITAL IMPROVEMENT PROGRAM

PROJECT NO.	CAPITAL ITEM	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	TOTALS
592-01	Pump Stations Upgrade Phase I and Force Mains	3,498,010						3,498,010
592-02	Pump Stations Upgrade Phase II		5,428,619					5,428,619
592-03	Pump Stations Upgrade Phase III			5,407,303				5,407,303
SAW Grant Report	Sewer Open Cut - 2 Locations, 40 LF	69,000						69,000
SAW Grant Report	Sewer Point Repair - 2 locations	30,000						30,000
SAW Grant Report	Sewer Spot Liner - 15 locations, 44 LF	46,000						46,000
SAW Grant Report	Sewer Pressure Test - 12 locations	16,000						16,000
SAW Grant Report	Sewer Seal Joints - 15 locations	10,000						10,000
SAW Grant Report	Sewer Tap Repair - 1 location	1,000						1,000
SAW Grant Report	Heavy Clean, Pre Post CCTV	32,000						32,000
SAW Grant Report	Manhole Repair	25,000						25,000
SAW Grant Report	Sewer Line Pipe - 3 locations, 744 LF					69,000		69,000
SAW Grant Report	Sewer Spot Liner - 21 locations, 56 LF					51,000		51,000
SAW Grant Report	Sewer Pressure Test - 29 locations, 1,150 LF					46,000		46,000
SAW Grant Report	Sewer Seal Joints - 32 locations					22,000		22,000
SAW Grant Report	Sewer Tap Repair - 4 locations					6,000		6,000
SAW Grant Report	Heavy Clean, Pre Post CCTV					84,000		84,000
								0
								0
								0
	TOTALS:	3,727,010	5,428,619	5,407,303	0	278,000	0	14,840,932

FUNDING SOURCES:	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	TOTALS
Operating Revenue							0
General Fund							0
Major Streets							0
Local Streets							0
Police Fund							0
Solid Waste							0
DDA							0
Capital Improvement							0
DDA Bond & Property Redevelopment Fund							0
DDA Public Infrastructure							0
Motor Pool							0
Water & Sewer Fund	229,000				278,000		507,000
Cemetery Fund							0
Bond Issue	1,313,010	4,678,619	4,657,303				10,648,932
Grants	2,185,000	750,000	750,000				3,685,000
Special Assessment							0
Millage							0
Other							0
TOTALS:	3,727,010	5,428,619	5,407,303	0	278,000	0	14,840,932

STORM SEWER SYSTEM CAPITAL IMPROVEMENT PROGRAM

PROJECT NO.	CAPITAL ITEM	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	TOTALS
	Storm Sewer Manhole Repairs		5,000	5,000	5,000	5,000	5,000	25,000
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
	TOTALS:	0	5,000	5,000	5,000	5,000	5,000	25,000

FUNDING SOURCES:	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	TOTALS
Operating Revenue							0
General Fund		5,000	5,000	5,000	5,000	5,000	25,000
Major Streets							0
Local Streets							0
Police Fund							0
Solid Waste							0
DDA							0
Capital Improvement							0
DDA Bond & Property							
Redevelopment Fund							0
DDA Public Infrastructure							0
Motor Pool							0
Water & Sewer Fund							0
Cemetery Fund							0
Bond Issue							0
Grant							0
Special Assessment							0
Millage							0
Other							0
TOTALS:	0	5,000	5,000	5,000	5,000	5,000	25,000

CEMETERY CAPITAL IMPROVEMENT PROGRAM

PROJECT NO.	CAPITAL ITEM	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	TOTALS
	Lawn Mowers	40,000						40,000
	Electrical Supply to Cemetery			15,000				15,000
	Barn - Eastlawn Cemetery							
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
	TOTALS:	40,000	0	15,000	0	0	0	55,000

FUNDING SOURCES:	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	TOTALS
Operating Revenue							0
General Fund							0
Major Streets							0
Local Streets							0
Police Fund							0
Solid Waste							0
DDA							0
Capital Improvement							0
DDA Bond & Property							
Redevelopment Fund							0
DDA Public Infrastructure							0
Motor Pool							0
Water & Sewer Fund							0
Cemetery Fund	40,000		15,000				55,000
Bond Issue							0
Grant							0
Special Assessment							0
Millage							0
Other							0
TOTALS:	40,000	0	15,000	0	0	0	55,000

Village of Lake Orion
EST 1859

COUNCIL ACTION SUMMARY SHEET

MEETING DATE: January 27, 2025

TOPIC Sidewalk Improvement Program

BACKGROUND BRIEF:

Council is scheduled to adopt the Village's Sidewalk Improvement Program Policy that was developed as a result of work sessions recently held by the Council, authorize Administration to proceed with the preparation and special assessment processes for the District #1 improvements, and adopt the resolution setting the needs public hearing.

The proposed policy sets forth the legal authority and purpose for the sidewalk improvement program. The policy also sets forth the terms and conditions for repair or replacement, responsibility for the repairs and costs, definitions of sidewalk deficiencies, establishment of sidewalk improvement districts, creation of a sidewalk improvement fund, establishment of administrative procedures for preparing annual sidewalk improvement projects, and requirement for a sidewalk repair warranty by sidewalk contractors. Attached is the proposed administrative policy based on Council's work session discussions.

The District #1 sidewalk improvement project involves the replacement of deficient sidewalk slabs or additional of new sidewalk where deemed necessary for safety and walkability The District #1 proposed repairs were reviewed by Council on January 16, and the information on the District #1 improvements is attached.

As Council is aware, the preparation and implementation of a sidewalk special assessment district and program is a lengthy and work intensive process. Administration is confident that, if Council grants authorization to begin work now, the 2025 sidewalk repair project can be completed in July or August 2025. Attached is the proposed project schedule.

SUMMARY OF PREVIOUS COUNCIL ACTION:

01/09/2025 – Council holds its first work session on the sidewalk improvement program and reviews and recommends changes to the draft Sidewalk Improvement Program Policy.

01/16/2025 – Council continued discussion on formulation of a sidewalk improvement program and recommended final changes to the program policy.

FINANCIAL IMPACT:

None

RECOMMENDED MOTIONS:

#1 - To adopt the Village of Lake Orion Sidewalk Improvement Program Policy as presented and authorize Village Administration to begin work on the preparation of the FY 2025-26 sidewalk improvement project and special assessment processes as outlined in the Village Manager's project schedule.

#2 – To adopt the resolution setting a needs public hearing on proposed sidewalk improvements to the Village of Lake Orion Sidwalk Improvement Program District #1 and directing the Village Clerk to publish and mail a notice of the same to affected real property owners.

ADMINISTRATIVE DIRECTIVE

DIRECTIVE NO: 2025-01	**ISSUE DATE:**
ISSUED BY:	**SIGNATURE:**
COUNCIL APPROVAL DATE:	
REVISION DATES:	
RESCINDS/REPLACES:	
CATEGORY: Sidewalks	
SUBJECT: Sidewalk Improvement Program Policy	

LEGAL AUTHORITY CITATION

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

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

PURPOSE

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

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POLICY

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

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

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

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

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

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

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

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

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

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

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

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

Sidewalks may exhibit more than one type of deficiency.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

After the special assessment needs public hearing is conducted by the Village Council, if the Village Council determines the need to proceed with sidewalk improvements, the Director of Public Works shall, in consultation with the Village Engineer, prepare the necessary project bid specifications and proceed to solicit bids in accordance with the Village's purchasing policy. After receipt of bids, the Director of Public Works shall submit the bid tabulation to the Village

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Manager, who shall cause a proposed special assessment roll to be prepared and shall present the same to the Village Council for review. If acceptable to the Village Council, Council will schedule a special assessment roll public hearing and give final approval to the project in accordance with Village Charter and ordinance provisions.

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

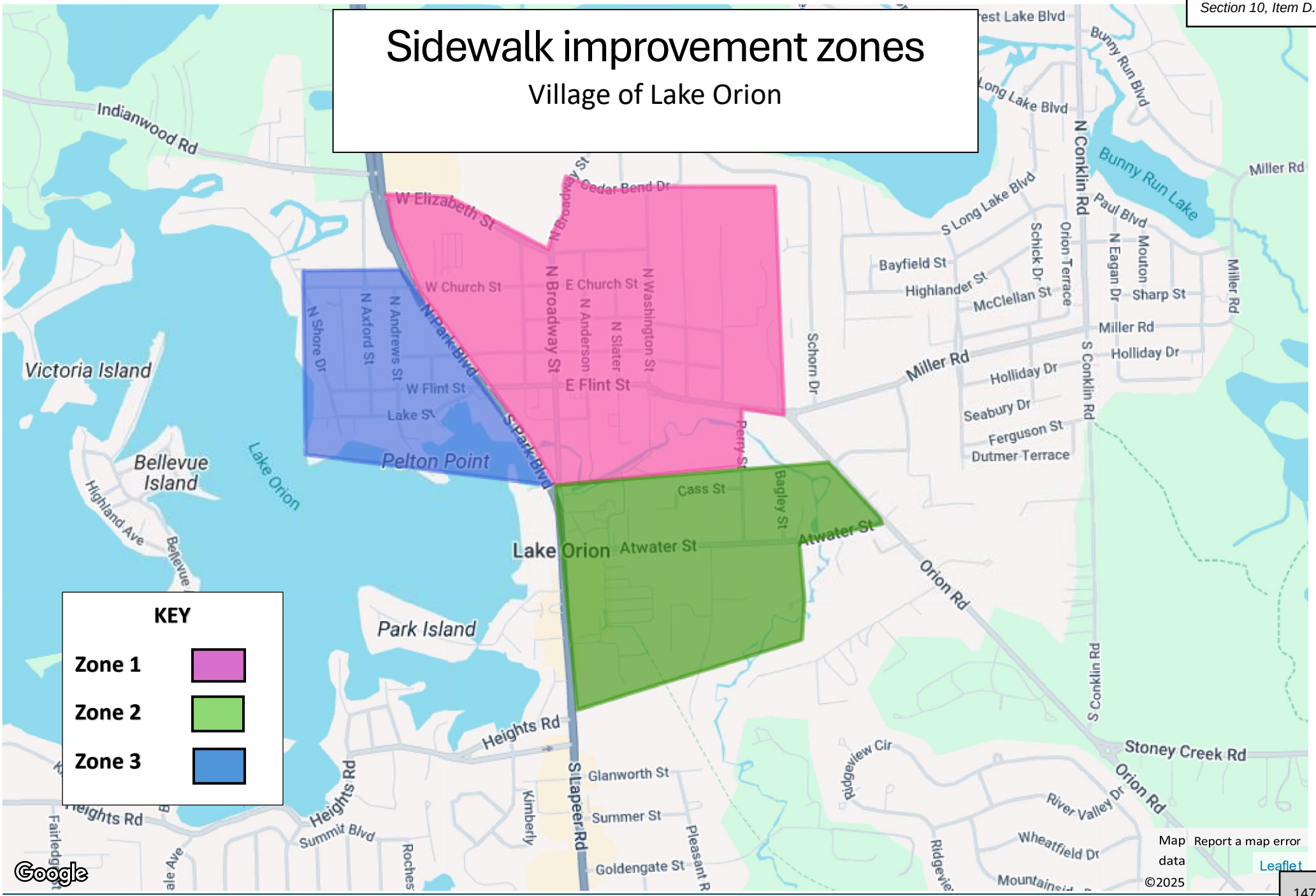
The Village will endeavor to complete sidewalk improvements during July and August of each year. The Public Works Director shall be responsible to the Village Manager for the general management and supervision of the annual sidewalk improvement projects and the perpetual improvement program.

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

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Sidewalk improvement zones

Village of Lake Orion



Property Address	Flags Needed	Description	Link to photo
101 W Church St	3	Sinking	https://ast.silversmithinc.com/maintenance.php?deviceId=43950175&districtId=300
103 N Broadway St	1	Heaving	https://ast.silversmithinc.com/maintenance.php?deviceId=43563885&districtId=300
111 E Flint St	3	Uneven surfaces, Cracks	https://ast.silversmithinc.com/maintenance.php?deviceId=43952785&districtId=300
111 W Church St	8	Cracks	https://ast.silversmithinc.com/maintenance.php?deviceId=43949993&districtId=300
117 E Church St	4	Alligator cracking	https://ast.silversmithinc.com/maintenance.php?deviceId=43563928&districtId=300
120 S Broadway St	1	Heaving	https://ast.silversmithinc.com/maintenance.php?deviceId=43952724&districtId=300
123 S Slater St	1	Heaving	https://ast.silversmithinc.com/maintenance.php?deviceId=43952811&districtId=300
140 E Flint St.	1	Settling, Cracks	https://ast.silversmithinc.com/maintenance.php?deviceId=43952813&districtId=300
140 E Flint St.	1	Heaving	https://ast.silversmithinc.com/maintenance.php?deviceId=43952814&districtId=300
140 E Jackson St	2	Settling	https://ast.silversmithinc.com/maintenance.php?deviceId=43952827&districtId=300
144 N Washington St	1	Heaving	https://ast.silversmithinc.com/maintenance.php?deviceId=43952839&districtId=300
144 N Washington St	1	Settling	https://ast.silversmithinc.com/maintenance.php?deviceId=43952840&districtId=300
144 N Washington St	1	Heaving	https://ast.silversmithinc.com/maintenance.php?deviceId=43952841&districtId=300
145 Hauxwell Dr	2	Heaving	https://ast.silversmithinc.com/maintenance.php?deviceId=43952838&districtId=300
165 S Broadway St	2	Heaving	https://ast.silversmithinc.com/maintenance.php?deviceId=43952715&districtId=300
17 S Broadway St	1	Vertical displacement	https://ast.silversmithinc.com/maintenance.php?deviceId=43952722&districtId=300
201 N Lapeer St	4	Cracks, Settling	https://ast.silversmithinc.com/maintenance.php?deviceId=43563879&districtId=300
207 N Slater St	6	Heaving, Settling	https://ast.silversmithinc.com/maintenance.php?deviceId=43563919&districtId=300
209 E Flint St	1	settling	https://ast.silversmithinc.com/maintenance.php?deviceId=43952795&districtId=300
209 E Flint St	2	Settling, Cracks	https://ast.silversmithinc.com/maintenance.php?deviceId=43952797&districtId=300
209 E Jackson St	2	Settling	https://ast.silversmithinc.com/maintenance.php?deviceId=43952830&districtId=300
21 E Church St	4	Cracked	https://ast.silversmithinc.com/maintenance.php?deviceId=43563843&districtId=300
211 E Church St	2	Heaving	https://ast.silversmithinc.com/maintenance.php?deviceId=43563927&districtId=300
218 N Anderson St	2	Heaving	https://ast.silversmithinc.com/maintenance.php?deviceId=43563917&districtId=300
225 E Shadbolt St	1	Cracks	https://ast.silversmithinc.com/maintenance.php?deviceId=43563901&districtId=300
229 E Jackson St	2	Heaving	https://ast.silversmithinc.com/maintenance.php?deviceId=43952831&districtId=300
229 E Jackson St	1	Settling	https://ast.silversmithinc.com/maintenance.php?deviceId=43952832&districtId=300
230 E Church St	2	Heaving	https://ast.silversmithinc.com/maintenance.php?deviceId=43563921&districtId=300
240 E Flint St	2	settling	https://ast.silversmithinc.com/maintenance.php?deviceId=43952808&districtId=300

242 N Anderson St	2	Heaving	https://ast.silversmithinc.com/maintenance.php?deviceId=43952846&districtId=300
248 N Lapeer St	2	Cracked	https://ast.silversmithinc.com/maintenance.php?deviceId=43952857&districtId=300
248 N Lapeer St	1	Heaving	https://ast.silversmithinc.com/maintenance.php?deviceId=43952861&districtId=300
249 N Lapeer St	2	uneven surface/heaving	https://ast.silversmithinc.com/maintenance.php?deviceId=43950318&districtId=300
250 N Park Blvd	2	Settling	https://ast.silversmithinc.com/maintenance.php?deviceId=43563864&districtId=300
28 N Slater St	2	Heaving	https://ast.silversmithinc.com/maintenance.php?deviceId=43952794&districtId=300
28 N Slater St.	6	Heaving	https://ast.silversmithinc.com/maintenance.php?deviceId=43952792&districtId=300
305 E Jackson	2	Heaving	https://ast.silversmithinc.com/maintenance.php?deviceId=43952834&districtId=300
305 E Jackson St	2	Settling, Heaving	https://ast.silversmithinc.com/maintenance.php?deviceId=43952836&districtId=300
317 E Jackson St	1	Heaving	https://ast.silversmithinc.com/maintenance.php?deviceId=43952837&districtId=300
330 N Anderson St	4	Heaving	https://ast.silversmithinc.com/maintenance.php?deviceId=43563914&districtId=300
357 E Flint St	2	Heaving	https://ast.silversmithinc.com/maintenance.php?deviceId=43952771&districtId=300
357 E Flint St	2	Heaving	https://ast.silversmithinc.com/maintenance.php?deviceId=43952772&districtId=300
40 N Washington St	2	Heaving	https://ast.silversmithinc.com/maintenance.php?deviceId=43952804&districtId=300
42 W Church St	2	Cracked	https://ast.silversmithinc.com/maintenance.php?deviceId=43952850&districtId=300
437 e Flint St	3	Settling	https://ast.silversmithinc.com/maintenance.php?deviceId=43952774&districtId=300
44 E Shadbolt St	2	uneven surface	https://ast.silversmithinc.com/maintenance.php?deviceId=43563887&districtId=300
44 E Shadbolt St	2	Not Selected	https://ast.silversmithinc.com/maintenance.php?deviceId=43563896&districtId=300
44 N Slater St	4	Cracks, Heaving	https://ast.silversmithinc.com/maintenance.php?deviceId=43952788&districtId=300
450 N Park Blvd	1	Cracked	https://ast.silversmithinc.com/maintenance.php?deviceId=43563859&districtId=300
47 E Flint St	8	Cracks	https://ast.silversmithinc.com/maintenance.php?deviceId=43563931&districtId=300
505 E Flint St	1	Settling	https://ast.silversmithinc.com/maintenance.php?deviceId=43952753&districtId=300
505 E Flint St	2	Settling, Heaving	https://ast.silversmithinc.com/maintenance.php?deviceId=43952755&districtId=300
52 S Slater St	2	settling	https://ast.silversmithinc.com/maintenance.php?deviceId=43952812&districtId=300
55 W Elizabeth St	2	Heaving	https://ast.silversmithinc.com/maintenance.php?deviceId=43563855&districtId=300
566 E Flint St	1	Heaving	https://ast.silversmithinc.com/maintenance.php?deviceId=43952760&districtId=300
567 E Flint St	4	Heaving	https://ast.silversmithinc.com/maintenance.php?deviceId=43952758&districtId=300
59 N Washington St	2	Cracks	https://ast.silversmithinc.com/maintenance.php?deviceId=43952800&districtId=300
80 Perry St	2	pooling	https://ast.silversmithinc.com/maintenance.php?deviceId=44998841&districtId=300

Sidewalk gaps list

Zone 1 Village of Lake Orion

Church St- between Broadway and Lapeer St s. side of Rd.

Hauxwell St – from Flint St both sides all the way north

N Slater St.- from Jackson to church east side of Rd.

Washington St.- from Shadbolt to Jackson east side of Rd.

Florence St- Flint St north into Blanche Simms Elementary

DISTRICT #1 SIDEWALK PROJECT SCHEDULE

1. **January 27, 2025** – Adoption of Sidewalk Improvement Program Policy
2. **January 27, 2025** – Adopt resolution scheduling Sidewalk Improvement Program District #1 Project needs public hearing for February 10, 2025, to provide an opportunity for affected property owners to protest the need to repair sidewalk abutting their properties
3. **January 28, 2025** – Administration will mail out notices to affected property owners regarding the public hearing and the proposed improvements to sidewalk abutting their properties
4. **February 10, 2025** – Village Council conducts a needs public hearing, receives comments on the proposed sidewalk improvements from affected property owners, and either adopts, rejects, or modifies and adopts a resolution determining that the public convenience or necessity requires that any sidewalk shall be considered for improvement and directing the Village Manager to file with the Village Clerk an estimate in writing showing the number of square feet of sidewalk required to be built or rebuilt adjacent to each lot or parcel or parcels of land
5. **February 20, 2025** – Village Administration submits to the Village Clerk an estimate in writing showing the number of square feet of sidewalk required to be built or rebuilt adjacent to each lot or parcel or parcels of land named in the Council resolution
6. **February 21, 2025** – Village Clerk delivers copy of Council resolution and Village Administration's estimate to each affected property owner
7. **February 24, 2025** – Village Administration submits estimate to the Village Council for consideration; Council accepts or rejects estimate, and, if accepting, directs the Village Manager to prepare bid specifications and contract documents and to proceed to competitively bid the sidewalk improvement project
8. **March 24, 2025** – Village Administration submits bid results to Village Council, together with an estimate of the cost of improvement to sidewalk abutting each affected property; Council directs the Village Assessor to prepare special assessment roll; Council schedules public hearing on special assessment roll for April 28, 2025
9. **March 25, 2025** – Village Clerk sends notice of special assessment roll public hearing together with description of sidewalk improvements abutting each affected property together with estimate of cost
10. **April 28, 2025** – Council conducts special assessment roll public hearing and adopts resolution determining to proceed with project; Council awards contract for sidewalk improvements
11. **July 1, 2025** – Special assessments billed with taxes; due by August 31, 2025
12. **July – August 2025** – Sidewalk Improvement Project District #1 improvements completed

VILLAGE OF LAKE ORION
COUNTY OF OAKLAND
STATE OF MICHIGAN

A RESOLUTION SETTING A NEEDS PUBLIC HEARING ON PROPOSED SIDEWALK IMPROVEMENTS TO THE VILLAGE OF LAKE ORION SIDEWALK IMPROVEMENT PROGRAM DISTRICT #1 AND DIRECTING THE VILLAGE CLERK TO PUBLISH AND MAIL A NOTICE OF THE SAME TO AFFECTED REAL PROPERTY OWNERS.

WHEREAS, the Village Council for the Village of Lake Orion has adopted a Sidewalk Improvement Program Policy governing the procedures, processes, and methods for the repair, replacement, and addition of sidewalk facilities within the Village; and

WHEREAS, the Village has completed an inspection of Sidewalk Improvement Program District #1 and has recorded an inventory of the sidewalk facilities deemed to be deficient within said District and desires to proceed with sidewalk improvements; and

WHEREAS, if the Village Council determines to proceed with sidewalk improvements, the whole or any part of the cost of such improvements may be defrayed by levying special assessments against abutting benefitting properties; and

WHEREAS, the process for establishing a sidewalk improvement special assessment district and the completion of the improvements therein includes (1) holding a needs public hearing to provide an opportunity for affected property owners to comment as to whether they feel the improvements to sidewalk facilities abutting their properties are necessary and, if not, the reasons therefore; and (2) holding a special assessment hearing after the preparation of a proposed special assessment roll to provide an opportunity for affected property owners to contest any proposed special assessments against their properties for sidewalk improvements prior to the Village Council making a final determination to proceed with the improvements and special assessments; and

WHEREAS, the Village Council desires to hold a public hearing to receive comments from owners of real property within Sidewalk Improvement District #1 who may be affected by such improvements as to whether they feel the proposed improvements to sidewalk facilities abutting their property are necessary and, if not, the reasons theerefore;

NOW, THEREFORE, BE IT RESOLVED that the Lake Orion Village Council does hereby order the scheduling of a public hearing for Monday, February 10, 2025, at 7:30 PM, for the purpose of receiving public comments on the need for sidewalk improvements abutting their properties within Sidewalk Improvement Program District #1; and

BE IT FURTHER RESOLVED that the Village Council does hereby direct the Village Clerk to cause to be published at Village Hall, on the Village's web site, and by first class mailing to the owners of real property within Sidewalk Improvement Program District #1 who may be affected by the proposed sidewalk facilities improvements a notice of the date, time, place, and purpose of the public hearing; a description and photographs of the deficient sidewalks and improvements being proposed to sidewalk facilities abutting their properties; and an explanation of the sidewalk program special assessment process and property owners' rights and responsibilities thereunder; with said notice to be published not later than ten (10) days prior to the public hearing.

THIS RESOLUTION WAS DULY ADOPTED BY THE LAKE ORION VILLAGE COUNCIL DURING ITS REGULAR MEETING HELD ON JANUARY 27, 2025.

_____

Sonja Stout, Village Clerk

Village of Lake Orion
EST 1859

COUNCIL ACTION SUMMARY SHEET

MEETING DATE: January 27, 2025

TOPIC Approval of the Lexipol Police One Academy Master Service Agreement

BACKGROUND BRIEF:

We have received state funding for Continued Police Education (CPE) training. The State of Michigan is mandating additional training for Law Enforcement Officers but also provided us funding to accomplish this. Police One Academy Online meets majority of the CPE requirements with MCOLES in addition to other benefits to manage Police Officers training. A number of police agencies in Michigan use Police one Academy and they are directly linked with MCOLES training portals.

We have received CPE funding through the State of Michigan which will completely offset the cost associated with this contract and no additional funding is needed.

The agreement has been reviewed by City Attorney Kucharek and is in proper order for your consideration and approval.

SUMMARY OF PREVIOUS COUNCIL ACTION:

None

FINANCIAL IMPACT:

The cost for the Lexipol police training services will be $1529.20 for the first year, including a one-time set-up fee of $355.00. Fees may increase in subsequent years. The Village is receiving funding from the State of Michigan for police training, and all grant funds and training expenses are posted to the Police Fund.

RECOMMENDED MOTION:

To approve the Master Service Agreement between the Lake Orion Police Department and Lexipol, LLC, of Frisco, Texas, for PoliceOne Academy training services in the amount of $1529.20 for the first year and authorize the Village Manager to execute the agreement and all other related documents on behalf of the Village..

LEXIPOL

MASTER SERVICE AGREEMENT

Agency's Name: Agency's Address:	Lake Orion Police Department 21 E Church St Lake Orion, Michigan 48362
Attention:	Mark Amundson
Sales Rep: Lexipol's Address:	Brad Herm 2611 Internet Boulevard, Suite 100 Frisco, Texas 75034
Effective Date:	_____ (to be completed by Lexipol upon receipt of signed Agreement)

This Master Service Agreement (the “Agreement”) is entered into by and between Lexipol, LLC, a Delaware limited liability company ("Lexipol"), and the department, entity, or organization referenced above ("Agency"). This Agreement consists of:

(a) this **Cover Sheet**
(b) **Exhibit A** - Selected Services and Associated Fees
(c) **Exhibit B** - Terms and Conditions of Service

Each individual signing below represents and warrants that they have full and complete authority to bind the party on whose behalf they are signing to all terms and conditions contained in this Agreement.

Lake Orion Police Department		**Lexipol, LLC**	
Signature:	_____	Signature:	_____
Print Name:	_____	Print Name:	_____
Title:	_____	Title:	_____
Date Signed:	_____	Date Signed:	_____

Exhibit A

SELECTED SERVICES AND ASSOCIATED FEES

Agency is purchasing the following:

QTY	DESCRIPTION	UNIT PRICE	DISC	DISC AMT	EXTENDED
12	PoliceOne Academy Annual Rate (12 Months)	USD 103.00	5%	USD 61.80	USD 1,174.20
	Subscription Line Items Total			**USD 61.80**	**USD 1,174.20**
1	P1A Account Set-Up Fee	USD 355.00		USD 0.00	USD 355.00
	One-Time Line Items Total			**USD 0.00**	**USD 355.00**
				USD 61.80	**USD 1,529.20**
				Discount:	USD 61.80
				TOTAL:	USD 1,529.20

Discount Notes
multi-product

Notes

Exhibit B
Terms and Conditions of Service

These Terms and Conditions of Service (the "Terms") govern the rights and obligations of Lexipol and Agency under this Agreement. Lexipol and Agency may each be referred to herein as a "Party" and collectively as the "Parties."

1. Definitions. Each of the following capitalized terms will have the meaning included in this Section. Other capitalized terms are defined within their respective sections, below.

1.1 "Agency" means the department, agency, office, organization, company, or other entity purchasing and/or subscribing to Lexipol Services, as may be further denoted on the cover sheet to which these Terms are attached.

1.2 "Agency Data" means all data, information, and content owned by Agency prior to the Effective Date of this Agreement, or which Agency provides during the Term of this Agreement for purposes of identifying authorized users, confirming departmental information, or which are ancillary to receipt of Lexipol Services.

1.3 "Agreement" means the combination of the cover sheet (signature page); Exhibit A ("Selected Services and Associated Fees"); this Exhibit B; and any other documents attached hereto and expressly incorporated herein by reference.

1.4 "Custom Agreement Terms" refers to an optional section within Exhibit A which allows the Parties to modify this Agreement and/or incorporate additional exhibits or addenda by reference.

1.5 "Effective Date" means the date specified on the cover sheet (signature page), or as otherwise expressly set forth and agreed upon by Lexipol and Agency in writing and defined as the "Effective Date."

1.6 "Initial Term" means the period commencing on the Effective Date and continuing for the length of time indicated on Exhibit A. If not so indicated, the default Initial Term is one (1) year from the Effective Date.

1.7 "Lexipol Content" means all content in any format including but not limited to written content, images, videos, data, information, and software multimedia provided by Lexipol and/or its licensors via the Services.

1.8 "Services" means all products and services, including but not limited to all online services, software subscriptions, content licensing, professional services, and ancillary support services as may be offered by Lexipol and/or its affiliates.

2. Term; Renewal. This Agreement becomes enforceable upon signature by Agency's authorized representative, with an Effective Date as indicated on the cover page. This Agreement shall renew in successive one-year periods (each, a "Renewal Term") on the anniversary of the Effective Date unless terminated as set forth herein. The Initial Term and all Renewal Terms collectively comprise the "Term" of this Agreement.

3. Termination.

3.1 For Convenience; Non-Appropriation. This Agreement may be terminated by Agency at any time for convenience (including due to lack of appropriation of funds) by providing written notice to Lexipol.[1]

3.2 For Cause. This Agreement may be terminated by either party, effective immediately, (a) in the event the other party fails to discharge any obligation, including payment obligations, or remedy any default hereunder for a period of more than thirty (30) calendar days after it has been provided written notice of such failure or default; or (b) in the event that the other party makes an assignment for the benefit of creditors or commences or has commenced against it any proceeding in bankruptcy, insolvency or reorganization pursuant to the bankruptcy laws of any applicable jurisdiction.

3.3 Effect of Expiration or Termination. Upon the expiration or termination of this Agreement for any reason, Agency's access to the Services ordered pursuant to Exhibit A herein shall cease unless Lexipol has, in its sole discretion, provided for their limited continuation. Termination or expiration of this Agreement shall not, however, relieve either party from any obligation or liability that has accrued under this Agreement prior to the date of such termination or expiration, including payment obligations.

[1] Note: Online Services fees are not eligible for refund, proration, or offset in the event of Agency's termination for convenience as they are delivered in full as of the Effective Date. Fees pre-paid for Professional Services may be eligible for offset to the extent such Services have not been delivered.

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4. **Fees; Invoicing**. Lexipol will invoice Agency at the commencement of the Initial Term and thirty (30) c commencement of each Renewal Term, if applicable. Agency agrees to remit payment within thirty (30) calendar d Lexipol's invoice. Payments may be made electronically through Lexipol's online customer portal or by mailing a check to Lexipol, LLC at PO Box 676232 Dallas, TX 75267-6232 (Attn: Accounts Receivable). Agency is responsible for all third-party fees (e.g., wire fees, bank fees, credit card processing fees) incurred when paying electronically, and such fees are in addition to those listed on Exhibit A. Lexipol reserves the right to increase fees for Renewal Terms following notice to Agency. All fee amounts stated in Exhibit A are exclusive of taxes. Unless otherwise exempt, Agency is responsible for and will pay in full all taxes related to receipt of Lexipol's Services. If Agency is exempt, it must send its exemption certificate(s) to taxes@lexipol.com.

5. **Terms of Service**. The following provisions govern access to and use of specific Lexipol's Services:

5.1 **Online Services**. Lexipol's Online Services include all online services offered by Lexipol and its partners, affiliates, and licensors. Online Services include, without limitation, Lexipol's Policy Knowledge Management System ("KMS"), Learning Management System ("LMS")[2], Cordico wellness application(s), GrantFinder, Virtual Instructor-Led Training, and the LEFTA Systems suite of solutions (collectively, the "Online Services").

5.2 **Professional Services**. Lexipol's Professional Services include those Services that are not part of Lexipol's Online Services and which require the direct, hands-on professional expertise of Lexipol personnel and/or contractors, including implementation support for policy manuals and software, technical support for online learning, accreditation consulting, grant writing[3], and projects requiring regular input from Lexipol's subject matter experts (collectively, "Professional Services"). Professional Services may also be referred to as "One-Time" Services on Exhibit A and may also include the provision of supplemental documentation from Lexipol's Professional Services team, either with this Agreement or during the provision of Service.

5.3 **Account Security**. Access to Lexipol's Services is personal and unique to Agency. Agency shall not assign, transfer, or provide access to Lexipol Services to any third party without Lexipol's prior written consent. Agency is responsible for maintaining the security and confidentiality of Agency's usernames and passwords and the security of Agency's accounts. Agency will immediately notify Lexipol if Agency becomes aware that any person or entity other than authorized Agency personnel has used Agency's account or Agency's usernames and/or passwords.

5.4 **Agency Data.** Lexipol's use of Agency Data is limited to providing and improving the Services, retaining records in the regular course of business, and complying with applicable legal obligations. Lexipol will use commercially reasonable efforts to ensure the security of all Agency Data, including technical and organizational measures to protect Agency Data against unauthorized or unlawful processing and against accidental loss, destruction, damage, theft, alteration or disclosure, including through measures specified by the National Institute of Standards and Technology (NIST). Lexipol's Services use the Secure Socket Layer (SSL) protocol, which encrypts information as it travels between Lexipol and Agency. However, data transmission on the internet is not always 100% secure and Lexipol cannot and does not warrant that information Agency transmits is 100% secure.

6. **Intellectual Property**. Lexipol's Services, and all Lexipol Content underlying such Services, are proprietary and, where applicable, protected under U.S. copyright, trademark, patent, and/or other applicable laws. By subscribing to Lexipol's Online Services, Agency and its personnel receive a personal, limited, non-sublicensable and non-assignable license to access and use such Services in conformity with these Terms. Nothing contained in this Agreement, and no course of dealing, shall be construed as conferring any right of ownership to Lexipol's Services or Lexipol Content. Lexipol's policy Content may be incorporated into Agency's final policies[4], including beyond the expiration or termination of this Agreement, but Agency may not create other Derivative Works, share Lexipol Content with third parties, or commercialize Lexipol Content in any way. As used herein, other "Derivative Works" include any work product based on or which incorporates Lexipol Content, including any revision, modification, abridgement, condensation, expansion, compilation, or any other form in which Lexipol Content, or any portion thereof, is recast, transformed, or adapted. Agency acknowledges and agrees that Lexipol shall have no responsibility to update the Lexipol Content used by Agency beyond the Term of this Agreement and that Lexipol shall have no liability for Agency's creation or use of Derivative Works.

[2] LMS Services include, but are not limited to: PoliceOne Academy, FireRescue1 Academy, EMS1 Academy, Corrections1 Academy, and LocalGovU.
[3] Agency is responsible for submitting all information reasonably required by Lexipol's grant writing team in a timely manner and always at least five (5) days prior to each grant application submission date. Agency is responsible submissions of final grant applications by grant deadlines. Failure to timely submit required materials to Lexipol's grant writing team will result in rollover of project fees to next grant application cycle, not a refund of fees. Requests for cancellation of grant writing services which have already begun will result in a 50% fee of the total value of the service.
[4] NOTE: AGENCY ACKNOWLEDGES AND AGREES THAT, PRIOR TO USE OR FINAL PUBLICATION BY AGENCY, ALL AGENCY POLICIES AND DAILY TRAINING BULLETINS (DTBs) HAVE BEEN INDIVIDUALLY REVIEWED AND ADOPTED BY AGENCY. AGENCY ACKNOWLEDGES AND AGREES THAT IT, AND NOT LEXIPOL, WILL BE CONSIDERED THE "POLICY MAKER" WITH REGARD TO EACH AND EVERY SUCH POLICY AND DTB.

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7. **Confidentiality**. Each Party may disclose information to the other Party that would be reasonably conside including Agency Data (collectively, "Confidential Information"). Upon receiving such Confidential Information, ea limit disclosure of such Confidential Information to authorized representatives only; (b) advise its personnel and agents of the confidential nature of such Confidential Information and of the obligations set forth in this Agreement; and (c) not disclose any Confidential Information to any third party unless expressly authorized by the disclosing Party. Notwithstanding the foregoing, this section shall not operate to limit Agency's disclosure authority pursuant to a valid governmental, judicial, or administrative order, subpoena, regulatory request, Freedom of Information Act request, Public Records Act request, or equivalent, provided that Agency notifies Lexipol of such disclosure, to the extent practicable, such that Lexipol may seek to make such disclosure subject to a protective order or other appropriate remedy to preserve the confidentiality of Lexipol's Confidential Information and trade secrets.

8. **Warranty.** LEXIPOL WARRANTS THAT IT SHALL NOT KNOWINGLY INFRINGE THE INTELLECTUAL PROPERTY RIGHTS OF OTHERS; THAT ITS SERVICES ARE PROVIDED IN A PROFESSIONAL AND WORKMANLIKE MANNER IN ACCORDANCE WITH PREVAILING INDUSTRY STANDARDS; AND THAT THEY SHALL BE FIT FOR THE SPECIFIC PURPOSES SET FORTH HEREIN. BEYOND THE FOREGOING, LEXIPOL'S SERVICES ARE PROVIDED "AS-IS" AND LEXIPOL DISCLAIMS ALL OTHER WARRANTIES, EXPRESS, IMPLIED, OR OTHERWISE.

9. **Indemnification; Limitation of Liability.** Lexipol will indemnify, defend, and hold harmless Agency from and against any and all loss, liability, damage, claim, cost, charge, demand, fine, penalty, or expense arising directly and solely out of Lexipol's acts or omissions in providing the Services. Each Party's cumulative liability resulting from any claims, demands, or actions arising out of or relating to this Agreement shall not exceed the aggregate amount of fees paid by Agency to Lexipol during the twelve-month period immediately prior to the assertion of such claim, demand, or action. In no event shall either Party be liable for indirect, incidental, consequential, special, exemplary damages, or lost profits.

10. **General Terms**.

10.1 **Entire Agreement**. This Agreement embodies the entire agreement between the Parties and supersedes all prior agreements with respect to the subject matter hereof. No representation, promise, or statement of intention has been made by either party that is not embodied herein. Terms and conditions set forth in any purchase order or other document that are inconsistent with or in addition to the terms and conditions set forth in this Agreement are rejected in their entirety and void, regardless of when received, without further action. No amendment, modification, or supplement to this Agreement shall be binding unless it is made in writing and signed by both parties.

10.2 **General Interpretation**. The terms of this Agreement have been chosen by the parties hereto to express their mutual intent. This Agreement shall be construed equally against each party without regard to any presumption or rule requiring construction against the party who drafted this Agreement or any portion thereof.

10.3 **Invalidity of Provisions**. Each provision contained in this Agreement is distinct and severable. A declaration of invalidity or unenforceability of any provision or portion thereof shall not affect the validity or enforceability of any other provision. Should any provision or portion thereof be held to be invalid or unenforceable, the parties agree that the reviewing authority should endeavor to give effect to the parties' intention as reflected in such provision to the maximum extent possible.

10.4 **Governing Law**. Each party shall maintain compliance with all applicable laws, rules, regulations, and orders relating to its obligations pursuant to this Agreement. This Agreement shall be construed in accordance with, and governed by, the laws of the state in which Agency is located, without giving effect to any choice of law doctrine that would cause the law of any other jurisdiction to apply.

10.5 **Assignment**. This Agreement may not be assigned by either party without the prior written consent of the other. Notwithstanding the foregoing, this Agreement may be assumed by a party's successor in interest through merger, acquisition, or consolidation without additional notice or consent.

10.6 **Waiver**. Either party's failure to exercise, or delay in exercising, any right or remedy under any provision of this Agreement shall not constitute a waiver of such right or remedy.

10.7 **Notices**. Any notice required hereunder shall be in writing and shall be made by certified mail (postage prepaid) to known, authorized recipients at such address as each party may indicate from time to time. In addition, electronic mail (email) to established and authorized recipients is acceptable when acknowledged by the receiving party.

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Village of Lake Orion
EST 1859

COUNCIL ACTION SUMMARY SHEET

MEETING DATE: January 27, 2025

TOPIC Establish 2025 Ad Hoc DDA Public Infrastructure Fund Committee

BACKGROUND BRIEF:

Council is being requested to establish a 2025 ad hoc DDA Public Infrastructure Fund Committee to review proposed projects and advise the Village Council and DDA Board of Directors on the recommended infrastructure and other projects to be undertaken during FYs 2025-26 through FY 2030-31utilizing the funds that were set aside under a policy adopted by the Council and DDA Board in 2022. It is recommended that the Committee comprise three members of the Village Council selected by the Council and three members of the DDA Board selected by the Board, as well as the Village Manager and DDA Executive Director. The Committee should meet often enough to complete its work and provide recommendations to both boards not later than March 5, 2025, to permit adequate time for approval by both boards and incorporation into the Village Capital Improvement Plan and FY 2025-26 Budget.

SUMMARY OF PREVIOUS COUNCIL ACTION:

None

FINANCIAL IMPACT:

None

RECOMMENDED MOTION:

#1 - To establish an ad hoc 2025 DDA Public Infrastructure Fund Committee to review proposed projects and available funding and to recommend to the Village Council and DDA Board of Directors projects for funding for FY 2025-26 through FY 2030-31 for including in the Village Capital Improvement Plan and FY 2025-26 Budget, with said Committee to comprise the Village Manager, DDA Executive Director, three (3) members of the Village Council selected by the Council and three (3) members of the DDA Board of Directors selected by the Board, and with the Committee to complete its work and disband on or before March 6, 2025.

#2 – To appoint the following three (3) Village Council members to serve on the ad hoc 2025 DDA Public Infrastructure Fund Committee: _____, _____, and _____.

- Any changes have to be approved by the Village Council and DDA Board

Council Member Cyrowski called the question.

George Dandalido, 226 Bellevue, stated this is a great idea; however, three Council Members have asked for two week delay. He stated he does not see any issues with waiting two weeks and has not heard a good reason not to delay it. Ms. Dandalido stated he supports the two week delay and Council should provide the three Council Members the additional time to review the information.

Cory Johnston, Village resident, stated many questions have been raised that were not answered, including why 75%. Attorneys advise is not the only thing to consider; you should do the right thing which is different than doing what is legal. Three Council members do not understand all of the issue and asked for additional time. They should have a full understanding prior to voting on the Resolution. If Council evokes this today, it changes nothing;

Mr. Johnston asked that the Committee provide all of their information from the Committee to the three other Council Members and the Public.

MOTION 2

RESULT:	**ADOPTED [5 TO 2]**
MOVER:	Kenneth VanPortfliet, Council Member
SECONDER:	Carl Cyrowski, Council Member
AYES:	Cyrowski, Luchsinger, Narsh, Rutt, VanPortfliet
NAYS:	Lamb, Moshier

VILLAGE OF LAKE ORION
COUNTY OF OAKLAND
STATE OF MICHIGAN
RESOLUTION 2022-043

RESOLUTION FOR DESIGNATION OF TAX INCREMENT REVENUES FROM THE DDA TIF CAPTURE TO BE DEDICATED FOR PUBLIC FACILITY

WHEREAS, the Village of Lake Orion is a Michigan municipal corporation duly established under The Home Rule Village Act, Public Act 278 of 1909, being MCL 78.1, *et seq.*; and

WHEREAS, the Lake Orion Downtown Development Authority is a duly established Downtown Development Authority, established by the Village of Lake Orion, pursuant to Part 2 of the Recodified Tax Increment Financing Act, Public Act 57 of 2018, being MCL 125.4201, *et seq.*; and

WHEREAS, the DDA has the authority to plan and propose for the construction, renovation, repair, remodeling, rehabilitation, restoration, preservation, or reconstruction of a "public facility," an existing building, or a multiple-family dwelling unit which may be necessary or appropriate to the execution of a plan which, in the opinion of the DDA Board, aids in the economic growth of the downtown district pursuant to the Recodified Tax Increment Financing Act, Public Act 57 of 2018, being MCL 125.4207; and

WHEREAS, the Village owns and has the responsibility to construct, renovate, repair, remodel, rehabilitate, restore, preserve, or reconstruct "public facilities" as defined in MCL 125.4201(x), within the DDA district, that are necessary and appropriate to the execution of the DDA Development Plan and which aid in the economic growth of the DDA district; and

WHEREAS, the DDA has met, studied and discussed the needs for ongoing maintenance and improvements to the Downtown District public facility infrastructure as a means to maintain and increase business and residential property values in the Downtown District; and,

WHEREAS, the Village has analyzed the Downtown District and concludes that the maintenance and improvements to the public facility infrastructure in the Downtown District is vital to the Downtown District and the Village as a whole; and,

WHEREAS, both the Village and the DDA have determined and agreed that the Village is best situated to address the public facility infrastructure needs of the Downtown District in coordination with the infrastructure of the entire Village; and,

WHEREAS, both the Village and the DDA have determined and agreed that a dedicated public facility infrastructure account is a viable response to the Downtown District public facility infrastructure needs, with the Village best positioned to use those funds to coordinate infrastructure construction, maintenance, and improvements to the Downtown District; and

WHEREAS, the Village and the DDA both approved the formation of a joint committee to explore the legal options regarding how to use DDA tax capture to focus on the Downtown District public facility infrastructure costs by way of a dedicated account for

the construction, renovation, repair, remodeling, rehabilitation, restoration, preservation, or reconstruction of public facility infrastructure performed by the Village; and

WHEREAS, the joint committee has reviewed the issues and the available data and is recommending that the Village adopt a budgetary resolution to provide that 75% of all future tax increment revenues captured from the DDA TIF, from all newly realized Captured Taxable Value commencing from the execution of this Resolution and corresponding DDA Resolution, be transferred to a dedicated DDA District Public Facility Infrastructure account for the Village to construct, renovate, repair, remodel, rehabilitate, restore, preserve or reconstruct any and all "public facilities" within the defined boundaries of the DDA District on behalf of the DDA, and further, that the DDA retain the remainder of the 25% of all future tax increment revenues from the DDA TIF, from all newly realized Captured Taxable Value commencing from the execution of this Resolution and corresponding DDA Resolution, which shall be utilized in any lawful manner by the DDA as determined by the DDA.

NOW, THEREFORE, BE IT RESOLVED, by the Village Council of the Village of Lake Orion, County of Oakland, State of Michigan, that the Village has the responsibility to construct, renovate, repair, remodel, rehabilitate, restore, preserve or reconstruct "public facilities," as defined by MCL 125.4201(x), within the DDA District, which is necessary and appropriate to the execution of the DDA Development Plan and aids in the economic growth of the DDA District and the Village as a whole; and

BE IT FURTHER RESOLVED, that as part of the DDA budget, the DDA shall transfer to a dedicated public facility infrastructure account, 75% of all future tax increment revenues captured from the DDA TIF, from all new realized Captured Taxable Value commencing from the adoption of this Resolution and corresponding Resolution of the DDA, on a monthly basis; and

BE IT FURTHER RESOLVED that the Village shall invoice the DDA to utilize the funds, to construct, renovate, repair, remodel, rehabilitate, restore, preserve or reconstruct any and all "public facilities" as defined in MCL 125.4201(x), within the defined boundaries of the DDA district on behalf of the DDA; and

BE IT FURTHER RESOLVED that the current tax increment revenues from the DDA TIF capture, shall remain with the DDA, in its general fund, and that the residual 25% of the future tax increment revenues captured from the DDA TIF, from all new realized Captured Taxable Value commencing from the adoption of this Resolution and corresponding DDA Resolution, shall be retained by the DDA, in its general fund, and utilized by the DDA as provided for by law; and

BE IT FURTHER RESOLVED that this Resolution shall remain effective though the duration of the currently approved DDA Tax Increment Financing and Development Plan ending December 2039 and, if the DDA Tax Increment Financing and Development Plan is extended, the term of this Resolution shall be extended to the same term; and

BE IT FURTHER RESOLVED that nothing in this Resolution shall be construed or shall have any impact on the current Agreement between the parties for the provisions of Village services to the DDA.

3. Appointment of Council Members to Boards, Commission and Committees

Motion to Confirm Village Council President Jerry Narsh's appointments to the Planning Commission and Downtown Development Authority for terms to expire November 9, 2024.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Kenneth VanPortfliet, Council Member
SECONDER:	Teresa L Rutt, President Pro Tem
AYES:	Cyrowski, Lamb, Luchsinger, Moshier, Narsh, Rutt, VanPortfliet

. **Motion to** appoint Council Member Kenneth Van Portfliet as the Village Council representative to the Village of Lake Orion Planning Commission two a two-year term to expire November 9, 2024.

RESULT:	**DEFEATED [2 TO 5]**
MOVER:	Kenneth VanPortfliet, Council Member
SECONDER:	Carl Cyrowski, Council Member
AYES:	Carl Cyrowski, Kenneth VanPortfliet
NAYS:	Lamb, Luchsinger, Moshier, Narsh, Rutt

Motion to appoint Council Member Michael Lamb Village Council representative to the Village of Lake Orion Planning Commission two a two-year term to expire November 9, 2024.

RESULT:	**ADOPTED [6 TO 1]**
MOVER:	Sarah Luchsinger, Council Member
SECONDER:	Nancy Moshier, Council Member
AYES:	Cyrowski, Lamb, Luchsinger, Moshier, Narsh, Rutt
NAYS:	VanPortfliet

DDA PUBLIC INFRASTRUCTURE FUND CONTRIBUTION WORKSHEET

Base Year (2022) DDA Captured Taxable Value:		$37,328,840.00
Base Year (2022) DDA Captured Millages:		24.0290
Base Year (2022) Tax Revenue:		$896,974.70
Current Year Taxable Value:	2023-24	$49,279,170.00
less Base Year 1985 Taxable Value:		$10,233,400.00
Current Year Captured Taxable Value:		$39,045,770.00
Current Year Millage Rates:		24.6178
Current Year Tax Revenue		$961,220.96
Difference in Tax Revenue from Base Year (2022)		$64,246.26

DDA Contribution to Public Infrastructure Fund: $48,184.70

DDA PUBLIC INFRASTRUCTURE FUND CONTRIBUTION WORKSHEET

Base Year (2022) DDA Captured Taxable Value:		$37,328,840.00
Base Year (2022) DDA Captured Millages:		24.0290
Base Year (2022) Tax Revenue:		$896,974.70
Current Year Taxable Value:	2024-25	$50,331,580.00
less Base Year 1985 Taxable Value:		$10,233,400.00
Current Year Captured Taxable Value:		$40,098,180.00
Current Year Millage Rates:		24.8423
Current Year Tax Revenue		$996,131.02
Difference in Tax Revenue from Base Year (2022)		$99,156.32

DDA Contribution to Public Infrastructure Fund: $74,367.24

Village of Lake Orion
EST 1859

COUNCIL ACTION SUMMARY SHEET

MEETING DATE: January 27, 2025

TOPIC Adoption of FY 2025-26 Budget Preparation Calendar

BACKGROUND BRIEF:

Administration is requesting that the village council adopt the FY 2025-26 budget preparation calendar and schedule council goal setting work sessions for February. The calendar outlines all of the major steps in the budget preparation process and serves as guide for the completion of major budgeting tasks. Council should schedule a minimum of two (2) work sessions to complete the goal setting process.

SUMMARY OF PREVIOUS COUNCIL ACTION:

None

FINANCIAL IMPACT:

None

RECOMMENDED MOTION:

To adopt the FY 2025-26 budget preparation calendar as presented and schedule FY 2025-26 council goal setting work sessions for the following dates and times: _____.

FY 2025-26 BUDGET CALENDAR

DEADLINE	ACTION	RESPONSIBILITY
December 31, 2024	Assessment Day	Oakland County Equalization Division
January 13, 2025	Distribute budget preparation instructions to department heads	Village Manager
January 27, 2025	Approve budget preparation calendar; schedule village council goal setting work sessions; determine if water and/or sewer rate analyses need to be completed; commence bidding and special assessment processes for next year's capital improvement projects, if needed	Village Council
February 3 - 21, 2025	Conduct village council goal setting work sessions	Village Council
February 28, 2025	Submit preliminary property assessments to Clerk/Treasurer	Oakland County Equalization Division
February 28, 2025	Submit departmental budget requests, fee schedules, CIP schedules, proposed water and sewer rates, proposed special assessment schedules, and supporting documentation to Village Manager	Department Directors
February 28, 2025	Submit preliminary revenue estimates to Village Manager	Clerk/Treasurer

FY 2025-26 BUDGET CALENDAR

DEADLINE	ACTION	RESPONSIBILITY
March 3 – 6, 2025	Meet with department directors to review departmental budget requests	Village Manager and Clerk/Treasurer
March 21, 2025	Submit final Board of Review property assessment figures to Clerk/Treasurer	Oakland County Equalization Division
March 24, 2025	Schedule budget, capital improvement plan, water and sewer rates, & fee schedule work sessions	Village Council
March 24 – March 27, 2025	Meet with department directors to review necessary adjustments to departmental budget requests	Village Manager and Clerk/Treasurer
March 24 – April 3, 2025	Prepare Village Manager's final proposed budget	Village Manager and Management Team
April 7, 2025	Planning Commission review and approval of Capital Improvement Program (if needed)	Village Manager, Planning Commission, and Planning and Zoning Coordinator
April 14, 2025	Present proposed budget to Village Council; schedule council budget work sessions; schedule budget and Truth-in-Taxation (if necessary) public hearing	Village Manager and Village Council
April 15 – April 23, 2025	Conduct council budget, capital improvement plan, water and sewer rates, & fee schedule work sessions	Village Council and Village Staff

FY 2025-26 BUDGET CALENDAR

DEADLINE	ACTION	RESPONSIBILITY
April 16 – May 8, 2025	Prepare final proposed budget	Village Manager and Management Team
April 24, 2025	Publish public notice of budget and Truth-in-Taxation public hearing (15 days prior to adoption of budget)	Clerk/Treasurer
May 5, 2025	File and make available copy of proposed budget at Office of Clerk/Treasurer (one week prior to adoption of budget)	Clerk/Treasurer
May 12, 2025	Hold public hearing on proposed budget and Truth-in-Taxation (if required); adopt resolution approving budget, CIP, millage rates	Village Council
May 12, 2025	Certify delinquent utility bills to Clerk/Treasurer for placement on tax roll (Village Code Sec. 43.08(F)(2))	Village Council
May 15, 2025	Certification of tax levy (Form L-4029) to Assessor/County Equalization (within 3 days after adoption of budget)	Clerk/Treasurer
May 26, 2025	Introduce Water and Sewer Rates resolution (if necessary) and schedule public hearing (Village Code Secs. 51.28 and 53.08)	Village Council
May 26, 2025	Introduce annual comprehensive village fee schedule resolution	Village Council

FY 2025-26 BUDGET CALENDAR

DEADLINE	ACTION	RESPONSIBILITY
May 29, 2025	File Tax Rate Request Form (Form L-4029) with Oakland County Clerk, Oakland County Equalization, and Township Clerk	Village Manager/Clerk/President
June 9, 2025	Hold public hearing on Water and Sewer Rates resolution; adopt rates	Village Council
June 9, 2025	Adopt annual comprehensive village fee schedule	Village Council
June 10 – 12, 2025	Assessor to certify tax roll; Village President to affix warrant to tax roll; Clerk/Treasurer directed to collect taxes	Assessor and Village President
June 16 – 26, 2025	Prepare and mail out tax bills	Clerk/Treasurer
June 17, 2025	Publish notice in newspaper of time when taxes are due and collectable (at least 10 days prior to July 1)	Clerk/Treasurer
July 1, 2025	Budget takes effect	
August 31, 2025	Taxes due and payable without penalty or interest	
February 28, 2026	Last day to pay delinquent real and personal taxes to the village	

FY 2025-26 BUDGET CALENDAR

DEADLINE	ACTION	RESPONSIBILITY
March 1, 2026	Unpaid real property taxes turned over to Oakland County Treasurer for collection	Clerk/Treasurer

Village of Lake Orion
EST 1859

COUNCIL ACTION SUMMARY SHEET

MEETING DATE: January 27, 2025

TOPIC Appointment of Acting Village Manager

BACKGROUND BRIEF:

Village Manager McClary is requesting that the Village Council approve the Village Manager's designation of Police Chief Mark Amundson as Acting Village Manager for the period of February 14 through February 24, 2025, during the Village Manager's absence from the village due to vacation and to approve temporary compensation for the Police Chief at the Village Manager's rate of pay while serving as Acting Village Manager. The Village Manager rotates such designation as needed between village department directors to provide each with valuable knowledge and experience in the role to assist with their professional development.

Section 3.7 of the Village Charter states, in part, "...The Village Manager may, with the approval of the Council, designate an administrative officer or employee of the village to perform the duties of the Village Manager during his temporary absence or incapacity..."

SUMMARY OF PREVIOUS COUNCIL ACTION:

None

FINANCIAL IMPACT:

The Police Chief will receive a temporary increase in hourly compensation of $3.8527 per hour for 56 hours to perform the duties of Acting Village Manager, for a total cost of $232.26 including payroll taxes.

RECOMMENDED MOTION:

To approve, pursuant to Section 3.7 of the Village Charter, the Village Manager's designation of Police Chief Mark Amundson as Acting Village Manager during the Village Manager's temporary absence from the village due to vacation for the period of Friday, February 14, 2025, at 12:01 AM to Monday, February 24, 2025, at 11:59 PM and to approve an increase in hourly pay of $3.8527 for 56 hours for serving as Acting Village Manager during such period.