



## AGENDA

### REGULAR MEETING OF THE VILLAGE COUNCIL

Monday, August 25, 2025

6:30 PM

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

(248) 693-8391 ext. 102

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

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Roll Call and Determination of Quorum**

**4. Presentations**

- A.** Proclamation Recognizing September as National Suicide Prevention Month and National Recovery Month

**5. Call to the Public**

**6. Approval of Agenda**

By order of the President/Chair, no matters will be discussed after 9:30 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.** Approval of Engagement Letter for Auditing Services – AHP PLC
- B.** Budget Amendment - Steeple Repair
- C.** Approval of Village Council Regular Meeting Minutes of August 11, 2025
- D.** Approval of Village Council Special Meeting Minutes of August 11, 2025

- E. Receive and File of DDA Regular Meeting Minutes of July 15, 2025
- F. Receive and File of Invoice Distribution Report for August 26, 2025
- G. Approval of Special Event – Michigan Downtown Day
- H. Approval of Special Event – Here Lies Lake Orion Cemetery Tour
- I. Approval of Special Event – Halloween Extravaganza
- J. Approval of Special Event – Witches Night

**8. Items Removed from the Consent Agenda**

**9. Public Hearings**

**10. Other Items**

- A. 2024 Publicly Funded Health Insurance Contribution Cost Limits

**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.*

**Proclamation Recognizing September as  
National Suicide Prevention Month and National Recovery Month**

**WHEREAS**, suicide is the 12<sup>th</sup> leading cause of death in the United States, and every life lost to suicide is a profound tragedy that affects families, friends, and entire communities; and

**WHEREAS**, National Suicide Prevention Month provides an important opportunity to raise awareness, reduce stigma, and promote resources and support for individuals and families struggling with mental health challenges and suicidal thoughts; and

**WHEREAS**, September is also observed as National Recovery Month, celebrating the strength and resilience of those living in recovery, and recognizing the vital role that prevention, treatment, and recovery services play in supporting healthier communities; and

**WHEREAS**, recovery is possible and attainable for those living with substance use and mental health conditions, and the stories of recovery offer hope and inspiration for countless individuals; and

**WHEREAS**, the Village of Lake Orion is committed to fostering a community of compassion, understanding, and support, where individuals are encouraged to seek help without shame, and where families and caregivers are uplifted in their journey; and

**WHEREAS**, raising awareness about suicide prevention and recovery empowers our residents to connect with lifesaving resources such as the 988 Suicide & Crisis Lifeline, and reminds us all that help is available, and hope is possible;

**NOW, THEREFORE, BE IT RESOLVED**, that I, Teresa Rutt, Village Council President of the Village of Lake Orion, do hereby proclaim September 2025 as **National Suicide Prevention Month** and **National Recovery Month** in the Village of Lake Orion, Michigan.

**BE IT FURTHER RESOLVED**, that we encourage all residents to learn the warning signs of suicide, to offer support to those in need, to celebrate stories of recovery, and to work together to build a community where no one struggles alone.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Village of Lake Orion to be affixed this 25<sup>th</sup> day of August, 2025.

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**Teresa Rutt**  
**Village Council President**  
**Village of Lake Orion, Michigan**



## COUNCIL ACTION SUMMARY SHEET

**MEETING DATE:** August 25, 2025

**TOPIC** Approval of Engagement Letter for Auditing Services – AHP PLC

### BACKGROUND BRIEF:

Administration is requesting that Village Council approve the engagement letter for auditing services for fiscal year ending June 30, 2025, with Andrews Hooper Pavlik PLC and authorize the Village Manager to execute the letter on behalf of the Village. The engagement letter sets forth the auditing services to be provided and the audit scope, procedures, and standards, and the responsibilities of the Village in assisting with audit completion. The engagement letter and supporting information is attached.

### SUMMARY OF PREVIOUS COUNCIL ACTION:

None

### FINANCIAL IMPACT:

The total cost of the auditing services is estimated to be \$16,900 with the costs to be spread among several funds of the Village and DDA.

### RECOMMENDED MOTION:

To approve the 2025 engagement letter for auditing services from Andrews Hooper Pavlik PLC in the estimated amount of \$16,900 for completion of the audit of the Village and DDA financial statements for fiscal year ending June 30, 2025, and to authorize the Village Manager/Acting Village Manager Wes Sanchez to execute the acknowledgment of the engagement letter on behalf of the Village.

August 12, 2025

Mr. Darwin McClary, Village Manager  
Village Council  
Village of Lake Orion  
21 E. Church Street  
Lake Orion, Michigan 48362

We are pleased to confirm our understanding of the public accounting services performed by Andrews Hooper Pavlik PLC (AHP) as your CPA, which we are to provide for the Village of Lake Orion (Village) for the year ended June 30, 2025. In order to better understand each party's obligations, the terms "we," "us," and "our" will identify the firm of AHP. The terms "you," "your," and "client" will apply to management and those charged with governance of the Village of Lake Orion. This engagement letter and addendum embody the entire agreement regarding the services to be rendered by our firm to the Village of Lake Orion.

We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Village of Lake Orion as of and for the year ended June 30, 2025. Services will be performed in accordance with the Professional Standards promulgated by the American Institute of Certified Public Accountants.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the financial statements. Such information, although not a part of the financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing information and comparing the information for consistency with management's responses to our inquiries, the financial statements, and other knowledge we obtained during our audit of the financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by accounting principles generally accepted in the United States of America and will be subjected to certain limited procedures, but will not be audited:

- Management's discussion and analysis
- Budgetary comparison schedules
- Schedules of changes in the employer's net pension and OPEB liability and related ratios
- Schedules of pension and OPEB contributions

We have also been engaged to report on supplementary information other than RSI that accompanies the financial statements. We will subject the following other supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and will provide an opinion on it in relation to the financial statements as a whole:

- Combining and individual nonmajor fund and component unit financial statements

Also, the document we submit to you will include the following other supplementary information that will not be subjected to the auditing procedures applied in our audit of the financial statements and for which our auditors' report will not provide an opinion on or any assurance:

- Schedule of Indebtedness – proprietary fund

**Objectives and Audit Scope**

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditors' report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Entity or to acts by management or employees acting on behalf of the Entity.

**Audit Procedures**

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts. These procedures may, for example, include tests of the physical existence of inventories and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected customers, creditors, legal counsel, and financial institutions. Since we may determine such procedures are not appropriate under the circumstances, alternative procedures may be required. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or government regulations that come to our attention, unless clearly inconsequential.

We have advised you of the limitations of our audit regarding the detection of fraud and the possible effect on the financial statements (including misappropriation of cash or other assets). At this time, you have not engaged us to perform extended procedures specifically designed to detect fraud.

Our responsibility as auditors is for the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will obtain an understanding of the Entity and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under professional standards.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Entity’s ability to continue as a going concern for a reasonable period of time.

**Reporting**

We will issue a written report upon completion of our audit of the Village of Lake Orion’s financial statements. Our report will be addressed to the Village Council of the Village of Lake

Orion. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from this engagement. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or withdraw from this engagement.

**Financial Statement Materiality**

In an audit of financial statements, the auditor's judgment as to matters that are material to users of financial statements is based on consideration of the needs of users as a group; the auditor does not consider the possible effect of misstatements on specific individual users, whose needs may vary widely. Misstatements, whether resulting from errors or irregularities, are considered to be material only if their magnitude, individually or in aggregate with others, are such that a user group relying on the presentation of your financial statements would be influenced by their inclusion or omission. Judgments about materiality are made in light of surrounding circumstances, and involve both qualitative and quantitative consideration. Materiality is applied on an annual basis. Materiality is a concept that applies to the engagement and client overall.

**Client Responsibilities**

We understand that you will provide us with the basic information required for our audit and that you are responsible for the accuracy and completeness of that information.

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America. You are also responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the Entity from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Management is responsible for adjusting the financial statements to correct material misstatements and confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Entity involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations. You are responsible for the preparation of the supplementary information in conformity with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon.

We will provide copies of our reports to the entity; however, management is responsible for distribution of the reports and the financial statements except that we will provide copies of our reports and the Village’s financial statements to the State of Michigan Department of Treasury as part of filing the Village’s Auditing Procedures Report. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

Your staff will prepare and complete the financial statements and supply all supporting documentation to the financial statements prior to the expected commencement date of our fieldwork. Your supporting documentation will include all items on the coordination schedule and any other schedules we deem necessary. These records remain your property and will be returned to you at the completion of our engagement. It is your responsibility to maintain and preserve these records. Your records are provided to us only as needed to complete our engagement. We understand that your employees will type all confirmations we request and will locate any documents selected by us for testing.

**AHP Responsibilities**

We are responsible for forming and expressing an opinion about whether the financial statements that have been prepared by management with the oversight of those charged with governance are presented fairly, in all material respects, in conformity with U.S. GAAP.

Greg Soule will lead the team assigned to service your account and will serve as the primary contact with client for our services. We will provide services as requested by your representatives, Sonja Stout and Cherie Hendrick. Client authorizes us to accept instruction from your representative and we may rely upon the instructions we receive as being the instruction of client. Customer satisfaction is an important aspect of our service. If, during the course of the engagement, you would like to discuss our service with us or wish to change or expand the services we have agreed to perform, you agree to contact Greg Soule at this office, who is the executive in charge of your engagement.

**Timing of Fieldwork**

We expect to begin the fieldwork for this engagement on a mutually agreed upon date. Our scheduling is based on your completion of the year-end closing and/or adjusting process prior to

our arrival to begin the fieldwork. Efficient use of our staff benefits both client and our firm, which allows for timely completion of our work. Delays in rendering services may occur due to staff availability or if your closing and adjusting process is delayed. We will work with you to coordinate completion of our work, realizing that any such delays will also delay completion of our work and the delivery of our work product. Our services will be concluded upon delivery to you of our report on your financial statements for the year ending June 30, 2025.

**Accounting (Nonattest) Services**

As part of this engagement, we will perform the following accounting services:

- Assist in preparing the audited financial statements and related notes for the year ended June 30, 2025 based on information provided to us by the Village.
- Preparation of the State of Michigan Form F-65, Auditing Procedures Report, and Qualifying Statement based on information provided to us by the Village.

**Fee Summary**

We estimate that our fees for these services will be \$16,900 for the Village’s financial statement audit, for assistance in preparing the financial statements, and preparation of the F-65, auditing procedures report, and qualifying statement specifically mentioned above. These fees include expenses. This fee is based upon the complexity of the work to be performed and our professional time to complete the work. Additionally, this fee is dependent on the availability, quality, and completeness of your records. You agree that your staff will deliver all records requested by our staff to complete this engagement on a timely basis and will submit a trial balance and depreciation schedules for client no later than the expected commencement date of our fieldwork. In the event your records are not submitted timely, are incomplete or unusable, or if we have to reschedule the timing of our procedures due to you not being ready for us to start the audit, we reserve the right to charge additional fees and expenses for services required to correct the problem. If significant additional time is necessary, we will discuss the related circumstances with management and arrive at a new fee estimate, which may or may not occur before we incur the additional time.

Our fees are expected to be paid in U.S. currency unless agreed to in writing.

Many financial institutions are outsourcing the confirmation process to a third-party service provider. These service providers are charging to respond to these confirmation requests; therefore, all costs incurred related to these confirmation requests will be billed in addition to the above fees.

Progress invoices will be issued and are payable on presentation.

In the event that payment is not received when due, you will be assessed service charges of 1¼% per month, or such lesser percentage if this exceeds the amount allowed by law, on the unpaid balance. We reserve the right to suspend or terminate our work due to nonpayment. In the event that our work is suspended or terminated as a result of nonpayment, you agree that we will not be responsible for your failure to meet government and other filing deadlines or for penalties or interest that may be assessed against you resulting from your failure to meet said deadlines. If we elect to terminate our services for nonpayment, you will be obligated to compensate us for all

time expended and to reimburse us for all out-of-pocket expenses through the date of termination. If your failure to pay for our services results in AHP having to engage in further collection efforts, you agree that the past-due amounts will be increased by 33%.

**Limitation of Liability**

Parties to this engagement have agreed that, in recognition of the relative risks and benefits of the engagement to both parties, the risks have been allocated such that you agree to limit the liability of our firm to you for any and all claims, losses, costs, damages, or claims expenses from any cause or causes, including attorney’s fees and all costs of litigation, so that the total aggregate liability of our firm to you shall not exceed \$500,000. It is intended that this limitation apply to any and all liability or cause of action, however alleged or arising, unless otherwise prohibited by law.

Further, because of the difficulties inherent in recalling communications and preserving all relevant information, you further agree that, notwithstanding the applicable period of limitations for bringing a lawsuit based upon services performed under this engagement, any such lawsuit, except actions brought by us to enforce payment of our invoices, must be brought within 24 months from the date of the completion of the services giving rise to such claim, unless you, within this same 24 month period provide us with a written notice of the specific defect in our services that forms the basis of the claim.

In the event that we become obligated to pay any penalties, assessments, judgments, or similar awards related to, arising out of, or resulting from inaccurate or incomplete information that you provided us in the course of the engagement, you agree to pay, indemnify, defend, and hold us harmless against all such obligations and costs.

**Privacy**

AHP acknowledges that all customer information and documents disclosed by client to AHP or their representatives, or which come to the attention of AHP or their representatives during the course of its performance of services, constitutes valuable assets of and are proprietary to client.

AHP has established policies and procedures designed to (a) ensure the security and confidentiality of confidential information, (b) protect against any threats or hazards to the security or integrity of confidential information, and (c) protect against unauthorized access to or use of such information that could result in substantial harm or inconvenience to customers of client or any of its subsidiaries.

AHP agrees to notify client as soon as possible, of any unauthorized access to or misuse of confidential information regarding the customers of client or any of its subsidiaries. Notice may be given in writing or by telephone, e-mail, or other telecommunication system. If the initial notice is not given in writing, AHP agrees to do so if requested by client within a reasonable timeframe.

\* \* \*

This agreement is effective as of the date of this letter. This letter includes the terms in the addendum to engagement letter. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. If one or more of the provisions in this agreement shall be determined to be illegal, invalid, or unenforceable, such provision shall be modified to the extent necessary to be legal, valid, and enforceable, or if not capable of being modified, shall be severed while the remaining provisions will continue in full force and effect.

We appreciate the opportunity to be of service to the Village of Lake Orion and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know.

Sincerely,

*Andrew Hooper Pavlik PLC*

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Acknowledged:

Village of Lake Orion

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Darwin McClary, Village Manager

## Addendum to Engagement Letter

### General Provisions

#### Ownership of Records

At the conclusion of this engagement, we will return, at no charge, all Client-provided records you supplied to us. These are your records provided to us by you to perform our services. These records are the primary records for your operations and comprise the backup and support for your financial reports and tax returns. It is your responsibility to retain and protect your records for possible future use, including potential examination by any governmental or regulatory agency.

AHP-prepared records are accounting or other records that we were not specifically engaged to prepare, that are not in your books and records or available to you, which result in your financial information being incomplete. Examples include adjusting, closing, combining, or consolidating journal entries (including computations supporting such entries) and supporting schedules and documents proposed by us as part of our engagements. AHP-prepared records relating to a completed and issued work product will be provided to you at your request provided the fees associated with preparing these records have been paid in full. If these fees have not been paid in full, we can hold these records until the fees are fully paid, regardless of the due dates of such items.

AHP's work products are deliverables as set forth in the terms of this engagement letter, such as tax returns or reports. We will provide our work product to you at your request, except it may be withheld for the following:

- Fees have not been paid in full related to the work product;
- The work product is incomplete;
- For purposes of complying with professional standards; and/or
- There is threatened or outstanding litigation concerning the engagement of our work.

Until the above requirements are met, we can hold on to the work product and not provide it to you.

AHP workpapers include, but are not limited to, audit programs, analytical review schedules, statistical sampling results, analyses, schedules prepared by the Client at our request, and any other schedules not meeting the definition of Client-provided records, AHP-prepared records, or AHP's work product discussed above. These are our records and we are under no obligation to provide these records to you.

We reserve the right to charge a reasonable fee for the time and expense incurred to retrieve and copy any of the above records or work product and require that this fee be paid in advance. We may provide these records or work product in any format usable by you, and make and retain copies of any records or work product retained by or provided to you. We are not required to convert records to an electronic format or a different type of electronic format. However, we will provide these records in the format you requested if they are available in such format and within our custody and control.

All the records discussed above and held by us are not a substitute for your own records. Our firm destroys the records discussed above in accordance with the firm's record retention policy, generally four to seven years. Audit documentation will be retained for seven years after the conclusion of the audit. After this time these items will no longer be available. Catastrophic events or physical deterioration may result in our firm's records being unavailable.

#### Fee Estimates

Unless otherwise noted in the Engagement Letter or Addendum, the fee estimates should not be construed as or deemed to be a minimum or maximum fee quotation. Although we believe the suggested fees are accurate, our actual fees may vary from the estimates.

Hiring of AHP Employees

During the course of the performance of our services, AHP employees will be present at your place of business to provide on-site services and will become familiar with your business, operations, and personnel. You acknowledge that AHP employees are highly trained, constitute a valuable asset to AHP, and play an important role in AHP's ongoing business. Therefore, during the term of this Agreement and for a period of one (1) year after the latter of (a) the termination of this Agreement or (b) the date when the last AHP employee has stopped performing services for you, you agree to pay to AHP the sum of 25% of the employee's total annual compensation anticipated in their first year of employment with you, if you directly or indirectly, for yourself or on behalf of any other related entity, employ any employee of AHP (as an employee or an independent contractor). Total annual compensation includes base salary, car allowance, bonuses, signing bonuses, commissions, and any guaranteed annual incentive. The payment representing 25% of total annual compensation is due and payable on the employee's first day of employment with you.

Reproduction of Our Report and Electronic Dissemination of Audited Financial Statements

You are also responsible to notify us in advance of your intent to print our report, in whole or in part, and to give us the opportunity to review such printed matter before the issuance.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

Nonreliance on Oral Audit, Accounting, or Tax Advice

Oral responses to your questions are intended to provide informal guidance. Should the matter be important to you and you desire to rely upon it, you agree to request that we issue written advice on the matter.

Waiver of Privilege

You should be aware that certain communications involving tax advice between you and members of our firm who are authorized tax practitioners or their agents may be privileged from disclosure to the IRS. The privilege may be waived; however, by voluntarily disclosing the contents of those communications to the third party. The privileged information might be used by you in preparing your financial statements and, consequently, disclosed to us in auditing those statements. In addition, professional standards require us to discuss matters that affect the audit with our firm personnel responsible for tax services, who may disclose the privileged information to us. We hereby inform you that the IRS might take the position that such communication results in a waiver of privilege.

Conflicts of Interest

If during the course of the engagement a conflict of interest or potential breach of professional standards presents itself, we will inform you of the problem and attempt to resolve it to allow us to complete the engagement. If, in our opinion, we cannot properly resolve such problems, we may be compelled to withdraw from the engagement and will not render a report or provide you with a completed work product. Additionally, we reserve the right to withdraw from the engagement and terminate our services should we encounter circumstances that conflict with the ethical standards of our firm. If this occurs, we will not render a report or provide you with a completed work product.

Use of Internet E-mail or Text Messaging

Client acknowledges that: (a) AHP, Client, and others participating in this engagement may correspond or convey documentation via Internet e-mail or text messaging unless Client expressly requests otherwise; (b) no party has control over the performance, reliability, availability, or security of Internet e-mail or text messaging; and (c) AHP shall not be liable for any loss, damage, expense, harm, or inconvenience resulting from the loss, delay, interception, corruption, or alteration of any Internet e-mail or text messaging due to any reason beyond the reasonable control of AHP.

Consent to Use in Promotional/Proposal Materials

Unless we are informed in writing not to, the Client consents to Andrews Hooper Pavlik PLC's use of Client's name and a factual description of the services performed by AHP under this agreement in AHP's advertising, proposals, and other promotional materials.

Use of Third-Party Service Providers

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Also, when AHP is requested by Client through an Engagement Letter or Addendum to provide assistance with third-party products, AHP will use commercially reasonable efforts (as defined by AHP) to research, learn, and assist Client in the use of third-party products. However, AHP shall not be held liable for software or other products or services that have been written, produced, or provided by third parties. Client accepts all responsibility for, and risk-of-loss associated with, Client's use of third-party software, hardware, and products.

Additional Services

You may request that we perform additional services not contemplated by this engagement letter. If this occurs, we will communicate with you regarding the scope and estimated cost of these additional services. Engagements for additional services may necessitate that we issue a separate engagement letter to reflect the obligation of both parties. In the absence of any other written communications from us documenting such additional services, our services will be governed by the terms of this engagement letter.

Our fees for other accounting, tax, consulting, and planning services will be based on the standard hourly rates for each of our professionals (varying with their experience) extended by the number of hours incurred. These services, plus out-of-pocket expenses, will be billed monthly as incurred.

Resolution of Disputes

If a dispute arises, then (a) within ten (10) business days of a written request by either party, the duly appointed representative of Client and AHP's Engagement Executive shall meet and attempt to resolve the issue amicably and expeditiously, and (b) if these individuals cannot resolve the issue within ten (10) business days following such meeting, then the issue shall be submitted to Client's duly appointed representative and AHP's Executive Committee. If the parties are still unable to resolve their dispute within ten (10) business days following such second meeting, the parties shall proceed to resolve the dispute as set forth below.

For a period of sixty (60) days following AHP's receipt of formal written notice from Client claiming AHP's nonperformance, breach, and/or default in AHP's obligations under an Engagement Letter and/or any Addendum, Client's sole and exclusive remedy shall be AHP's repair, replacement, and/or re-performance of AHP's services relating to the Engagement Letter (or any portion thereof). During such period, AHP shall have a full and fair opportunity to repair, replace, and/or re-perform and Client shall cooperate in good faith with AHP's remedial efforts including providing reasonable access to Client's necessary facilities and personnel.

If the dispute is not fully resolved after the informal mediation, then the parties to this engagement agree that any dispute that may arise regarding the meaning, performance, or enforcement of this engagement will, prior to resulting in litigation, be submitted to mediation upon the written request of any party to the engagement. All mediations initiated as a result of this engagement shall be administered by, and follow the rules of, the American Arbitration Association (AAA) unless otherwise agreed upon by the parties. The results of this mediation shall be binding only upon agreement of each party to be bound. Costs of any mediation proceeding shall be shared equally by both parties.

#### Use of Our Services

You hereby inform us that our professional accounting services are intended solely for your use. If you have a primary intent that our professional accounting services are to be used to benefit or influence others, you will so inform us in writing.

#### Legal Fees

In the event AHP or any of its employees or agents is called as a witness or requested to provide any information whether oral, written, or electronic in any judicial, quasi-judicial, or administrative hearing, investigation, or trial regarding information or communications that you have provided to AHP or any documents and workpapers prepared by AHP in accordance with the Engagement Letter, Client agrees to pay our expenses, including fees and costs for our time at our regular hourly rates as well as any legal or other fees that we incur as a result of such appearance or production of documents.

#### Access to Workpapers

We may receive requests for information in our possession arising out of this engagement. The requests may come from governmental agencies, courts, or other tribunals. If permitted, we will notify you of any request for information prior to responding. In certain proceedings an accountant-client privilege may exist. You agree that we are not under any obligation to assert any privilege to protect the release of information. You may, prior to our response to any request, initiate legal action to prevent or limit our response. Unless you promptly initiate such action after we notify you at your last known address as reflected in our files, we will release the information requested.

If our workpapers are allowed or required to be reviewed by others, we reserve the right to bill you for our time incurred related to the review of our workpapers. This includes the time incurred to get our workpapers ready for review, answer questions, make copies, and any other time related to this service, including expenses. In some circumstances we may require payment prior to allowing our workpapers to be reviewed.

#### Peer Review

AHP, as well as other major accounting firms, participates in a “peer review” program covering our audit and accounting practices. This program requires that once every three years we subject our quality assurance practices to an examination by another accounting firm. As part of the process, the other firm will review a sample of our work. It is possible that the work we perform for the entity may be selected by the other firm for their review. If it is, they are bound by professional standards to keep all information confidential. If management objects to having the work we do for the entity reviewed by our peer reviewer, please notify us in writing.

#### Exempt Offerings

Client may wish to include our report on the financial statements in an exempt offering document. Client agrees that Client will not include our report or reference our firm in any such offering without our permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

Accounting (Nonattest) Services

Related to the accounting services referred to in this letter and any subsequent engagement letter addendum, you are responsible for making all management decisions and performing all management functions; for designating an individual with suitable skill, knowledge, or experience to oversee the accounting services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them. We will not perform management functions or make management decisions. Also, we will not perform any services that we deem would impair our independence with respect to the attest services provided by AHP.

These services do not constitute an audit under Government Audit Standards (GAS) and these services will not be performed in accordance with GAS. We will perform the services in accordance with applicable professional standards. We, in our sole professional judgement, reserve the right to refuse to perform any procedures or take any action that could be construed as assuming management responsibilities.

Tax Responsibilities

Client shall pay and be solely and exclusively liable for all sales, use, ad valorem, excise, or other taxes, or governmental charges imposed on the installation, implementation, licensure, or sale of goods or services by AHP or third parties to Client related to the Engagement Letter.

Client shall and hereby does indemnify, defend, and hold AHP harmless from and against all taxes (other than income taxes payable by AHP on the revenue generated by AHP fees) assessed against the project and/or any goods or services to be delivered by AHP in connection with the Engagement Letter including, without limitation, any penalties, interest, or other amounts relating to the non-payment or late payment of such taxes.

Use of AHP's Secure Portal

As part of using the AHP Secure Portal, notwithstanding any existing legal or contractual obligations regarding confidentiality between you and AHP, you undertake to treat all knowledge relating to business secrets, which come into your possession, as confidential. You shall assure that any protected data, which comes into your possession through the use of the portal, is not transmitted to any unauthorized person. You shall notify AHP of any documents or communications that require password protection if all individuals with access to your portal should not have access to such information. In partial consideration of the opportunity to access the resources of the portal concerning your account, you agree to maintain the strict confidentiality of access of the portal and its data to you and your authorized employees and to indemnify and hold harmless AHP and its officers, shareholders, and employees and their heirs, successors, and assigns from and against any and all claims, actions, demands, losses, damages, judgments, costs, and expenses, including without limitation, reasonable attorneys' fees and liabilities of every kind that may arise from your or your employees' use of the portal or because of violation of these terms and conditions of use. You should immediately notify the AHP portal administrator of any users whose access should be eliminated.

August 12, 2025

Village Council  
Village of Lake Orion  
Lake Orion, Michigan

This letter sets forth the planned scope of our audit of the financial statements of the Village of Lake Orion (Village) for the year ended June 30, 2025. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

### **Responsibilities**

As stated in our engagement letter dated August 12, 2025, the financial statements of the Village of Lake Orion are the responsibility of the Village's management. This responsibility includes the preparation of the financial statements in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP) under the oversight of the Village Council. Our responsibility is to express an opinion on those financial statements based on our audit. The audit of the financial statements does not relieve management or the Village Council of their responsibilities.

### Supplementary Information

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to the management's discussion and analysis, pension and OPEB schedules, and budgetary comparison information which supplements the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have been engaged to report on combining nonmajor fund statements, which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

We have not been engaged to report on the proprietary fund schedules of indebtedness which accompany the financial statements but are not RSI. Our responsibility with respect to this other information in documents containing the audited financial statements and auditor’s report does not extend beyond the financial information identified in the report. We have no responsibility for determining whether this other information is properly stated. This other information will not be audited and we will not express an opinion or provide any assurance on it.

**Planned Scope and Timing**

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable, but not absolute, assurance about whether the financial statements are free of material misstatement.

In an audit of financial statements, the auditor’s judgment as to matters that are material to users of financial statements is based on consideration of the needs of users as a group; the auditor does not consider the possible effect of misstatements on specific individual users, whose needs may vary widely. Misstatements, whether resulting from errors or irregularities, are considered to be material only if their magnitude, individually or in aggregate with others, are such that a user group relying on the presentation of your financial statements would be influenced by their inclusion or omission. Judgments about materiality are made in light of surrounding circumstances, and involve both qualitative and quantitative consideration. Materiality is applied on an annual basis. Materiality is a concept that applies to the engagement and client overall.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

Our risk assessment procedures for the June 30, 2025 audit will include a study and evaluation of the Village and its environment, including its internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards and other significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

We will address the risk assessment related to fraud by making inquiries of the Village Council, management, and others within the Village; evaluating fraud programs and controls; completing comprehensive checklists; and gathering other information (financial and other) to help us develop fraud risk factors that will be referenced during our fieldwork and wrap-up procedures.

Our planned scope for the June 30, 2025 audit is based on our understanding of the Village developed during prior audits, pre-engagement planning, and our experience as auditors of other similar institutions. We recognize that all institutions are unique and each year presents new challenges, new accounting and auditing issues, and new reporting requirements that must be considered. Accordingly, our current year audit plan will address these issues in order to meet the needs of the Village.

Year-end procedures will begin on August 18, 2025.

**Summary of Significant Accounting and Auditing Issues**

Significant Risks

We have identified the following significant risks of material misstatement as part of our audit planning. These are required under professional standards.

- Management override of internal control
- Improper revenue recognition

These are areas that we have identified through our understanding of your industry or as part of our planning procedures. We have designed our audit approach taking into consideration these risks.

Internal Controls

As part of our audit, we will obtain an understanding of internal control sufficient to plan the audit and to determine the nature, timing, and extent of further audit procedures to be performed and not to provide an opinion on internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies in the design or operation of internal control. However, during the audit, if we become aware of such significant deficiencies or other significant matters related to the financial statements, we will communicate them in a separate letter.

Other Matters

We would be pleased to discuss any matters you believe would be significant to the audit or that we should be aware of. These matters may include, but not be limited to the following:

- Governance related matters
- Communications from regulatory bodies
- Internal control matters
- Fraud risks
- Recent legal, regulatory, or accounting related matters

New Accounting Pronouncements

We will review all new accounting pronouncements and any future accounting pronouncements that may have an effect on the Village. It is management’s responsibility to ensure the Village applies all accounting pronouncements correctly in the financial statements. We will assist

management with the adoption of accounting pronouncements and keep them informed of those that may apply to the Village.

**Other Services Provided**

In addition to our audit of the financial statements of the Village of Lake Orion for the year ended June 30, 2025, we will also perform the following services:

- Assist in preparing the audited financial statements and related footnotes for the year ended June 30, 2025 based on information provided to us by the Village.
- Preparation of the State of Michigan Form F-65, Auditing Procedures Report, and Qualifying Statement.

**Independence**

We have reviewed our relationship with the Village and the services we perform. We confirm that we are independent with respect to the Village.

**Staffing**

Services provided by AHP to the Village will be performed by the following team of professionals:

- Greg Soule – Audit Partner
- Randy Morse – Independent Review Partner
- Jeff Todd – Auditor In Charge

This is intended solely for the use of the Village Council and management of the Village of Lake Orion and is not intended to be, and should not be, used by anyone other than these specified parties.

We look forward to serving the auditing needs of the Village and would be pleased to discuss our approach to the audit and respond to any questions you may have.

Sincerely,

*Andrews Hooper Pavlik PLC*



## COUNCIL ACTION SUMMARY SHEET

**MEETING DATE:** August 25, 2025

**TOPIC** Budget Amendment-Steeple Repair

### BACKGROUND BRIEF:

Administration is requesting Council approval for Budget Amendment BA-2025-101-260-01 in the amount of \$50,000 to fund the removal of the steeple from Village Hall by Durable Carpentry, Inc. The proposed funding would be drawn from the General Fund appropriation balance. It should be noted that \$60,000 was previously allocated for this project during the FY 2024–2025 budget cycle.

### SUMMARY OF PREVIOUS COUNCIL ACTION:

7/18/2025 Village Council had discussed an update from the Steeple committee stating that they had used a design build approach instead of a formal bidding process which is allowable under the Village's purchasing policy if under \$50,000.

### FINANCIAL IMPACT:

### RECOMMENDED MOTION:

To approve Budget Amendment BA-2025-101-260-01 in the amount of \$50,000 from GL account 101-260-930-000 to cover the cost of removing the steeple from Village Hall.



Durable Carpentry Inc.

932 Chelsea Blvd  
Oxford, Mi. 48371

Section 7, Item B.

# Estimate

Date	Estimate #
8/15/2025	257

Name / Address
Village of Lake Orion

Project

Description	Qty	Rate	Total
Rough Framing Services: Scope of Work to be done By Durable Carpentry Inc.		50,000.00	50,000.00
Item # 1 Stiffen inside of upper and lower steeple. and prep for removal of steeple.		0.00	0.00
Item # 2 Schedule Crane and cut upper portion of steeple off and set on ground.			
Item#3 Remove lower section and put on ground.			
Item # 4 Reframe open roof area with new ridge beam, rafters, and plywood, to match existing rafters.			
Item # 5 Snow and Ice installed on new section of roof area.			
Item # 6 Re-Shingle new roof area.			
Item # 7 Match Shingle as best as possible( due to age of old shigles) going from old to new shingles.			
Item # 8 Not Responsible for damage of Walkways and Lawns but will take all precautions to protect them.			
Item # 9 Payment : 2 Payments. 1st payment of 25,000.00 due on start date, and \$25,000.00 due upon completion.			
It's been a pleasure working with you!		<b>Total</b>	\$50,000.00



# CERTIFICATE OF LIABILITY INSURANCE

Section 7, Item B.

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

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

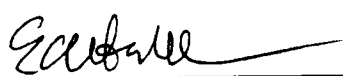
<b>PRODUCER</b> Sweet Insurance Agency 33584 Harper Clinton Twp., MI 48035	<b>CONTACT NAME:</b> Edward A. Holowchak <b>PHONE (A/C, No, Ext):</b> 248-723-6000 <b>E-MAIL ADDRESS:</b> ehollowchak@sweetinsurance.com <b>FAX (A/C, No):</b> 248-723-8234
	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Travelers / Assigned Risk <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
<b>INSURED</b> Mandamus Group Services, Inc. 2465 23 Mile Road Shelby Twp, MI 48316	<b>NAIC #</b> 11347

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

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b>					EACH OCCURRENCE \$
	CLAIMS-MADE	OCCUR				DAMAGE TO RENTED PREMISES (Ea occurrence) \$
						MED EXP (Any one person) \$
						PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$
	POLICY	PRO-JECT	LOC			PRODUCTS - COM/OP AGG \$
	OTHER:					\$
	<b>AUTOMOBILE LIABILITY</b>					COMBINED SINGLE LIMIT (Ea accident) \$
	ANY AUTO					BODILY INJURY (Per person) \$
	OWNED AUTOS ONLY	SCHEDULED AUTOS				BODILY INJURY (Per accident) \$
	HIRED AUTOS ONLY	NON-OWNED AUTOS ONLY				PROPERTY DAMAGE (Per accident) \$
						\$
	<b>UMBRELLA LIAB</b>	OCCUR				EACH OCCURRENCE \$
	<b>EXCESS LIAB</b>	CLAIMS-MADE				AGGREGATE \$
	DED	RETENTION \$				\$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>		R6GKUB-1K59241-9-24	12/31/2024	12/31/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y / <input type="checkbox"/> N <input type="checkbox"/> N / A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
						E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  Village of Lake Orion 21 E Church Street Lake Orion, MI 48362	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  



# CERTIFICATE OF LIABILITY INSURANCE

Section 7, Item B.

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

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

<b>PRODUCER</b> Sweet Insurance Agency 109 Indianwood Rd. Lake Orion, MI 48362	<b>CONTACT NAME:</b> Timothy A. Miller <b>PHONE (A/C, No, Ext):</b> 248-723-6000 <b>FAX (A/C, No):</b> 248-723-8234 <b>E-MAIL ADDRESS:</b> tmiller@sweetinsurance.com INSURER(S) AFFORDING COVERAGE      NAIC # <b>INSURER A:</b> Hastings Mutual Insurance Company <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
<b>INSURED</b> Durable Carpentry, Inc. 932 Chelsea Blvd Oxford, MI 48371	

**COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b>  CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC  OTHER:		CPP6106286	03/27/2025	03/27/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b>  <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY      SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		ACV6106299	03/27/2025	03/27/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$  UMBRELLA LIAB      OCCUR      EACH OCCURRENCE \$ EXCESS LIAB      CLAIMS-MADE      AGGREGATE \$  DED      RETENTION \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/> <input type="checkbox"/> N / A				PER STATUTE      OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

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

**MEETING DATE:** August 25, 2025

**TOPIC:** Approval of Village Council Regular Meeting Minutes of August 11, 2025

**RECOMMENDED MOTION:** To approve the August 11, 2025 Village Council Regular Meeting Minutes, as presented.



# MINUTES

## REGULAR MEETING OF THE VILLAGE COUNCIL

Monday, August 11, 2025

6:30 PM

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

(248) 693-8391 ext. 102

### 1. Call to Order

The August 11, 2025 Village Council Regular meeting was called to order at 6:35 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 Nancy Moshier

Council member Michael Lamb

Council member George Dandalides

Council member Alex Comparoni Jr

#### STAFF PRESENT

Village Manager Darwin McClary

Police Chief Mark Amundson

DPW Director Wes Sanchez

Clerk/Treasurer Sonja Stout

### 4. Presentations

None.

### 5. Call to the Public

Mary Byers spoke about the Village Property Inventory Project and asked for answers to questions she had raised in a previous document found in an earlier packet. President Rutt directed her to refer to Administration for responses.

Matt Gibb, DDA Executive Director, stated he was representing some of the business owners in the DDA district and requested that a brief discussion on the sign ordinance be added to tonight’s agenda.

**6. Approval of Agenda**

**MOTION** made by Council member Dandalides, Seconded by President Rutt to approve the August 11, 2025 Village Council agenda with the addition of item 10.D Discussion on Sign Ordinance, 10. E. Schedule next Council work session for Administration hours and Inclement weather policy, and 10. F. Discussion of Cityhood Committee.

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

**7. Consent Agenda**

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

**MOTION** made by President Rutt, Seconded by Council member Lamb to approve the Consent Agenda with the removal of items: A. Approval of Village Council Regular meeting minutes of July 28, 2025, E. Receive and File correspondence from Cory Johnston dated July 27, 2025 and item I. Receive and File July 2025 Police Department Activity Report for further discussion.

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

**A. Approval of Village Council Regular Meeting Minutes of July 28, 2025**

Removed for further discussion.

**B. Approval of Village Council Special Meeting Minutes of July 28, 2025**

**MOTION** made by President Rutt, Seconded by Council member Lamb to approve the July 28, 2025 Village Council Special Meeting Minutes, as presented.

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

**C. Receive and File of Planning Commission Regular Meeting Minutes of May 5, 2025**

**MOTION** made by President Rutt, Seconded by Council member Lamb to receive and file the Planning Commission Regular Meeting Minutes of May 5, 2025, as presented.

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

**D. Receive and File of Planning Commission Special Meeting Minutes of June 18, 2025**

**MOTION** made by President Rutt, Seconded by Council member Lamb to receive and file the Planning Commission Special Meeting Minutes of June 18, 2025, as presented.

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

**E. Receive and File Correspondence from Cory Johnston dated July 27, 2025**

Removed for further discussion.

**F. Receive and File of Invoice Distribution Report for August 12, 2025**

**MOTION** made by President Rutt, Seconded by Council member Lamb to receive and file the bills in the amount of \$ 253,094.75 of which \$ 116,441.71 are DDA bills for a net total of \$136,653.04 and to receive and file the DDA bills.

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

**G. Receive and File Financial Statements - July 2025**

**MOTION** made by President Rutt, Seconded by Council member Lamb to receive and file the financial reports for July 2025.

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

**H. Receive and File Investment Report - June 2025**

**MOTION** made by President Rutt, Seconded by Council member Lamb to receive and file the Investment report for June 2025.

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

**I. Receive and File July 2025 Police Department Activity Report**

Removed for further discussion.

**8. Items Removed from the Consent Agenda**

**A. Approval of Village Council Regular Meeting Minutes of July 28, 2025**

Council Member Dandalides inquired about the item from July 28, 2025, referencing the Orion Township Paint Creek Ridge Subdivision Storm Sewer Improvement Project. He expressed concerns about potential future liability and requested that the Village Manager send out the engineers’ report, which stated that the Village did not contribute to the silt on the property in question. President Rutt also asked the Village Manager to distribute the report to the Village Council.

**MOTION** made by President Rutt, Seconded by Council member Lamb to approve the July 28, 2025 Village Council Regular Meeting Minutes, as presented.

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

**VOTING NAY:** None

**ABSENT:** None

**MOTION:** Carried

**E. Receive and File Correspondence from Cory Johnston dated July 27, 2025**

Council Member Lamb acknowledged Cory Johnston’s correspondence and thanked him for sharing his concerns, noting that he shares similar feelings.

**MOTION** made by Council member Lamb, Seconded by Pro Tem Ford to receive and file the correspondence from Cory Johnston dated July 27, 2025, regarding the Lumberyard property.

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

**VOTING NAY:** None

**ABSENT:** None

**MOTION:** Carried

**I. Receive and File July 2025 Police Department Activity Report**

Council Member Lamb inquired with the Chief of Police about whether there had been an increase in safety issues within the community related to the Mocerri and Lumberyard developments. The Chief responded that there has been an increase in ticketing pedestrians for failing to use the crosswalk on M-24.

**MOTION** made by Council member Lamb, Seconded by Pro Tem Ford to receive and file the July 2025 Police Department Activity Report.

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

**VOTING NAY:** None

**ABSENT:** None

**MOTION:** Carried

**9. Public Hearings**

None.

**10. Other Items**

**A. Accept Council Member Resignation- Carl Cyrowski**

**MOTION** made by Council member Lamb, Seconded by Council member Moshier to accept the resignation of Council Member Carl Cyrowski from the Lake Orion Village Council, effective July 28, 2025.

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

**MOTION** made by Council member Lamb, Seconded by Council member Moshier to authorize Clerk/Treasurer Stout to publish the Council Member vacancy notice on the Village website, in Village Hall, and in the Lake Orion Review on August 20, 2025.

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

**MOTION** made by Council member Lamb, Seconded by President Rutt to schedule a Special Meeting on September 2, 2025, at 4:30 PM for the purpose of interviewing applicants for the vacant Council Member position, with the intent to make an appointment at the Regular Council Meeting on September 8, 2025, at 6:30 PM

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

**B. Proposed 2025-2031 Capital Improvement Plan**

Council Member Dandalides asked whether the revision affected the current budget, and Village Manager McClary clarified that it did not. Dandalides also inquired about the availability of water and sewer rate projections for residents. Village Manager McClary noted that projecting future rates is difficult due to many variables. President Rutt and Pro Tem Ford agreed that sharing the factors influencing these rates would be helpful for residents.

**MOTION** made by Council member Lamb, Seconded by Council member Moshier to adopt the 2025-2031 Village of Lake Orion Capital Improvement Plan **without** the revision reflecting the change in estimated cost for the Atwater Park Basketball Court Replacement Project from \$40,000 to \$84,000.

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

**C. Change in Oakland County Dog License Program**

Pro Tem Ford requested that the updated information be posted on the Village website for residents. Chief Amundson noted that there would be no changes to police enforcement of the

current ordinance. Council Member Moshier expressed hope that residents will continue to obtain dog licenses despite the change in the process.

**MOTION** made by Council member Dandalides, Seconded by Pro Tem Ford to authorize the Village Manager to provide notice to Oakland County Animal Shelter of the Village’s intent to discontinue the sale of dog licenses at the Village offices and to direct all customers wishing to purchase dog licenses to the DocuPet web site as the County’s new dog license issuer.

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

**VOTING NAY:** None

**ABSENT:** None

**MOTION:** Carried

**D. Discussion on Sign Ordinance**

A discussion took place between the Council and the Village Manager about the sign ordinance being an administrative process. Council Member Dandalides stated he had received correspondence from a business owner and had met with that business owner and the Chief of Police regarding the ordinance. Council Member Moshier inquired about the nature of the complaints received. Chief Amundson stated they had received various complaints, ranging from unpermitted signs to signs blocking the sidewalk. He explained that their current approach has been to educate business owners about the ordinance before issuing tickets, due to a lack of enforcement in previous years.

DDA Director Matt Gibb stated that the ordinance notifications expire on Friday, and he planned to have business owners remove their signs in the meantime. Village Manager McClary requested information about the concerns from business owners and said he would work with the Chief of Police to bring any suggestions back to the Village Council at a later date.

Harry Stephens stated that there has been a lack of ordinance enforcement in the past, and as a result, some residents are now having issues adjusting to the enforcement of existing ordinances.

Rosemary Ford suggested that the DDA Director might be speaking on behalf of the business owners to help them avoid negative public perception.

**MOTION** made by Council member Lamb, Seconded by Council member Moshier to request the Village Manager to review the sign ordinance with the DDA Director Matt Gibb.

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

**VOTING NAY:** Comparoni Jr

**ABSENT:** None

**MOTION:** Carried

**E. Schedule Council work session for Administration hours and Inclement weather policy**

Council Member Dandalides stated that his request was a follow-up from a previous meeting and expressed interest in scheduling the next meeting.

**MOTION** made by President Rutt, Seconded by Council member Dandalides to schedule a Village Council work session for September 22, 2025 at 5:30 PM for the purpose of discussion of the Administration office hours and review the inclement weather policy.

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

**VOTING NAY:** None

**ABSENT:** None

**MOTION:** Carried

**F. Discussion of Cityhood Committee**

Council Member Lamb stated in an earlier Village Council meeting, during the discussion about Cityhood, that there was conversation about forming a committee to assist in investigating whether the Village should pursue Cityhood. Council Member Dandalides suggested involving the DDA in this process.

**MOTION** made by Council member Lamb, Seconded by Council member Moshier, to form an ad hoc committee to come back to council prior to February 1<sup>st</sup>, 2026 with a recommendation to the Village Council on whether or not the Village should pursue Cityhood and would be comprised of Council member Lamb, Council member Dandalides and Council member Moshier and three citizens to be chosen by application to be selected at the September 8 meeting.

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

**VOTING NAY:** None

**ABSENT:** None

**MOTION:** Carried

**11. Call to the Public**

Rosemary Ford emphasized the need for Council members to speak into microphones for better audience audibility.

Harry Stephens suggested posting information on the website about how to obtain a dog license, recommended providing more explanation for those who don't understand how to read the Clemis Police report, and proposed a smaller pavement area for the Atwater basketball court to help reduce costs.

**12. Council Comments**

Council Member Moshier thanked everyone in the audience for attending and wished the Village Manager a well-deserved vacation.

Council Member Dandalides encouraged spreading the word about the vacant Council Member position.

Pro Tem Ford also suggested promoting the Council vacancy and thanked the Chief for enforcing ordinances.

Council Member Comparoni thanked everyone for their work and expressed interest in hearing more about the inventory mapping project.

Council Member Lamb thanked everyone and encouraged residents to volunteer in the Cityhood effort. He also noted that population growth is expected in the coming years due to ongoing development.

President Rutt urged residents to use the crosswalk for safety and mentioned that the scope of the Atwater basketball court project has changed due to increased costs.

**13. Village Manager Comments**

Village Manager McClary provided a brief response to Mary Byers' public comment, stating that the document she referenced pertains to the steps and process for the Village Inventory Mapping Project, which has only just begun and is not yet completed. He also provided the Council with his Village Manager's report, which is available on the website, along with a list of upcoming important dates.

**14. Closed Session Items**

**15. Business From Closed Session**

**16. Adjournment**

**MOTION** made by Council member Comparoni Jr, Seconded by President Rutt to adjourn the August 11, 2025, Village Council Regular Meeting.

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

**VOTING NAY:** None

**ABSENT:** None

**MOTION:** Carried

The August 11, 2025, Village Council Regular meeting adjourned at 8:12 PM.

\_\_\_\_\_  
Teresa Rutt  
President

\_\_\_\_\_  
Sonja Stout  
Clerk/Treasurer

Date Approved: as presented on August 25, 2025



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## COUNCIL ACTION SUMMARY SHEET

**MEETING DATE:** August 25, 2025

**TOPIC:** Approval of Village Council Special Meeting Minutes of August 11, 2025

**RECOMMENDED MOTION:** To approve the August 11, 2025 Village Council Special Meeting Minutes, as presented.



# MINUTES

## SPECIAL MEETING OF THE VILLAGE COUNCIL - CITYHOOD WORK SESSION

Monday, August 11, 2025

5:30 PM

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

(248) 693-8391 ext. 102

**PURPOSE:** The purpose of the special meeting of the Lake Orion Village Council is to discuss the option of pursuing cityhood.

### 1. Call to Order

The August 11, 2025, Village Council Special Meeting was called to order at 5:30 PM by President Rutt.

### 2. Roll Call and Determination of Quorum

#### PRESENT

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

#### STAFF PRESENT

Village Manager Darwin McClary  
Police Chief Mark Amundson  
Clerk/Treasurer Sonja Stout  
DPW Director Wes Sanchez  
DDA Executive Director Matt Gibb

### 3. Call to the Public

None.

### 4. Other Items

#### A. Cityhood Discussion

Council Member Lamb provided a brief overview of the Cityhood packet. President Rutt explained the difference between a city and a village for the residents in attendance. Council Member Lamb outlined additional costs the village would incur upon converting to a city, specifically in areas such as assessing and elections, as covered on pages 9–12 of the packet.

Council Member Dandalides inquired about the current township millages that village residents opted into and potential pushback from the township upon conversion. Council Member Moshier expressed support for Cityhood, noting the potential for reducing taxes for residents.

Council Member Dandalides also raised concerns related to issues with the previous clerk, how Cityhood would impact current staffing, and the potential for contracting fire department services. Village Manager McClary addressed staffing concerns, suggesting the possibility of training with the Village of Oxford—who conducts their own tax processes in-house—to evaluate whether additional hires would be necessary.

Council Member Lamb and President Rutt explained that the conversion process could take 2–3 years and outlined the steps to Cityhood. Council Member Dandalides asked for clarity regarding the specific cost savings or increases involved in the transition to Cityhood.

Harry Stephens noted that a city charter and form of government would change and recalled a previous failed attempt at Cityhood due to significant challenges.

Dave Otto asked about the timing of Clarkston’s incorporation as a city and inquired about personal property tax percentages.

President Rutt and Council Member Lamb discussed the future Downtown Development Authority (DDA), stating it would remain with the city upon incorporation. They also touched on financial changes associated with Cityhood.

DDA Executive Director Matt Gibb emphasized that a successful transition would require a collaborative effort, given the interconnectedness of departments and entities. Council Member Lamb proposed forming a committee of three council members and several residents to help formulate a recommendation. Council agreed to include the committee proposal on the agenda for the next Regular Council Meeting.

**5. Call to the Public**

None.

**6. Adjournment**

**MOTION** made by President Rutt, Seconded by Council member Lamb to adjourn the August 11, 2025 Village Council Special Meeting.

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

The August 11, 2025 Village Council Special Meeting adjourned at 6:29 PM.

\_\_\_\_\_  
Teresa Rutt  
President

\_\_\_\_\_  
Sonja Stout  
Clerk/Treasurer

Date Approved: as presented on August 25, 2025



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## COUNCIL ACTION SUMMARY SHEET

**MEETING DATE:** August 11, 2025

**TOPIC:** Receive and File of DDA Regular Meeting Minutes of July 15, 2025

**RECOMMENDED MOTION:** To receive and file the DDA Regular Meeting Minutes of July 15, 2025, as presented.



# MINUTES

## REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, July 15, 2025

6:30 PM

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

(248) 693-8391 ext. 102

### 1. Call to Order

The July 15, 2025 Downtown Development Authority Regular Meeting was called to order at 6:30 PM by Chairperson Burgess.

### 2. Roll Call and Determination of Quorum

#### PRESENT

Chairperson Debbie Burgess  
Vice Chairperson Sam Caruso  
Secretary Hank Lorant  
Board Member Lloyd Coe  
Board Member Sally Medina  
Board Member Alaina Campbell  
Board Member Chris Barnett  
President Teresa Rutt

#### ABSENT

Treasurer Matt Shell

#### STAFF PRESENT

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

### 3. Approval of Minutes

#### A. Approval of DDA Regular Meeting Minutes of June 17, 2025

**MOTION** made by Board Member Coe, Seconded by Secretary Lorant, to approve the Downtown Development Authority Board Regular Meeting Minutes of June 17, 2025, as presented.

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

**4. Approval of Agenda**

**MOTION** made by Board Member Barnett, Seconded by Secretary Lorant, to approve the Downtown Development Authority Board Agenda of July 15, 2025, as presented.

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

**5. Call to the Public**

None.

**6. Consent Agenda**

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

**MOTION** made by Board Member Barnett, Seconded by President Rutt, to approve the July 15, 2025, Consent Agenda by one vote, as presented.

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

**A. Financial Reports**

**MOTION** made by Board Member Barnett, Seconded by President Rutt, to receive and file the financial reports for June 2025.

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

**7. Financial Matters**

**A. Bill Approval**

Board Member Coe asked if a discount was possible for the recurring dumpster charges. Executive Director Gibb responded that the vendor cannot offer discounts selectively but has

provided expedited 24-hour service instead of the typical three-day turnaround. He noted that debris removal is nearly complete, with 47 dumpsters used and 101 truckloads hauled away.

**MOTION** made by Board Member Campbell, Seconded by Secretary Lorant, to approve disbursements in the amount of \$31,523.46 for June 2025.

**VOTING YEA:** Burgess, Caruso, Lorant, Coe, Medina, Campbell, Barnett, Rutt

**VOTING NAY:** None

**ABSENT:** Shell

**MOTION:** Carried

**8. New and Old Business**

**A. Presentation - Daniel Pavelich - Silversmith/Gantt Chart**

Assistant Director Bloom introduced Daniel Pavelich, a Grand Valley State University student who contributed to last year’s hanging baskets and recent special projects. This summer, he focused on improving DDA asset maintenance by creating a modular Excel Gantt chart, a PERT chart, and a detailed asset inventory. He also used the Silversmith system to map and assess items like lampposts, benches, and trash cans. Chairperson Burgess and board members praised his work, noting the time and effort involved. Mr. Pavelich shared that some tasks took over 20 hours and that he wrote custom Excel code to enhance functionality. He said he enjoyed the project and was proud of the outcome.

**B. Lumber Yard - Retail Structure Option**

The DDA Executive Director updated the board on the lumberyard redevelopment, requesting direction on using DC Structures as a single-source provider for three prefabricated buildings to help finalize the site plan and save \$470,000–\$480,000. While issuing an RFP remains an option, it could delay the project and increase costs. The board discussed balancing parking, public use, and revenue-generating spaces, with the plan currently allowing for 138 parking spaces and flexibility for events. Potential tenants include a bakery and bike shop. The goal is to complete the site plan and begin earthwork before year-end.

Bonnie Blais thanked the DDA but raised concerns about the boutique hotel conflicting with the village’s short-term rental ordinance. She felt the approach was dismissive of public input and called for more transparency.

Carl Cyrowski supported the hotel, arguing it fit the downtown entrance and was exempt from the short-term rental ordinance, emphasizing its potential to support local businesses.

Christine Pervolarakis expressed support for two small buildings and an artist market and suggested repurposing historic cabins for retail. She hadn’t received a response to her inquiry about this idea.

George Dandalides voiced concerns about moving forward without a detailed, executable plan, criticizing the lack of engineering details. He urged the DDA to pause spending until approved plans are in place.

Luca Mezzalira suggested incorporating ecological preservation into the parking lot design, using permeable materials to reduce toxic runoff and preserve the environment.

After public comments, Board Member Barnett explained that the cabins were too deteriorated to repurpose and emphasized that the motion was about securing design assistance for the site plan, not purchasing buildings. Executive Director Gibb clarified that the motion would finalize design specifications, allowing flexibility for future changes. Board Member Barnett reassured that the current design aligned with the project’s original goals, including increasing parking, addressing access issues, and providing space for retail and potential residential development.

**MOTION** made by Board Member Campbell, Seconded by Secretary Lorant, to authorize the Executive Director to proceed with design specifications for three prefabricated buildings (Stillwater) from DC Structures. The motion does not commit the DDA to final construction or use of DC Structures for future phases.

- VOTING YEA:** Burgess, Caruso, Lorant, Medina, Campbell, Barnett, Rutt
- VOTING NAY:** Coe
- ABSENT:** Shell
- MOTION:** Carried

## 9. Reports, Resolutions and Recommendations

### A. Executive Director Report

Executive Director Gibb highlighted recent community engagement, infrastructure improvements, and upcoming seasonal challenges, including budgeting for winter plowing and planning for holiday lighting. Board Member Coe suggested exploring color-changing lights for year-round use. Executive Director Gibb noted past lighting costs and durability issues, and agreed to look into alternative options, also mentioning that tree growth impacts the longevity of installed lights.

**MOTION** made by Secretary Lorant, Seconded by President Rutt, to receive and file the Executive Director Report.

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

### B. Lumber Yard Progress Report

Executive Director Gibb reported steady progress at the Lumberyard site. A bakery tenant is expected for the front building, siding is complete, and painting is next using historically appropriate colors. The trailhead building is done, and planning has begun for access and site layout. The barn cleanup is nearly finished, and due to structural issues, a glass wall is being considered for the west side to bring in natural light. Funding remains available from bonds and grants, and efforts are underway to secure more grants for public space improvements. Engineering plans will soon guide structural work. Key partners like Madison Electric and a team

connected to Campus Martius are contributing to lighting and site design, helping ensure plans remain affordable and high quality.

**MOTION** made by Board Member Barnett, Seconded by Board Member Medina, to receive and file the Lumber Yard Progress Report.

**VOTING YEA:** Burgess, Caruso, Lorant, Coe, Medina, Campbell, Barnett, Rutt

**VOTING NAY:** None

**ABSENT:** Shell

**MOTION:** Carried

**C. Assistant Director’s Report**

Assistant Director Bloom provided updates on recent events and activities, project progress, social media metrics, grant developments, new businesses, key upcoming dates, and Lake Orion DDA businesses nominated for WDIV’s “Vote 4 the Best” awards.

Chairperson Burgess asked why the July 18 movie night was canceled or rescheduled. Assistant Director Bloom explained that they decided to postpone it to allow for more planning and collaboration, aiming to create a more impactful adult date night event tied to the movie.

**MOTION** made by Secretary Lorant, Seconded by President Rutt, to receive and file the Assistant Director’s Report.

**VOTING YEA:** Burgess, Caruso, Lorant, Coe, Medina, Campbell, Barnett, Rutt

**VOTING NAY:** None

**ABSENT:** Shell

**MOTION:** Carried

**10. Board Comments and Training Feedback**

Board Member Coe expressed appreciation for the hard work Executive Director Gibb and Assistant Director Bloom have put into the Lumberyard project.

President Rutt had no comment.

Board Member Campbell thanked Executive Director Gibb for handling trash during the July 4th weekend and highlighted ongoing garbage issues downtown. She supported adding mobile bins during events and praised the reuse of materials at the Lumberyard as both cost-effective and environmentally responsible.

Vice Chairperson Caruso appreciated Executive Director Gibb’s help with trash but stressed it’s not his role. He praised the Lumberyard project, noted its greater value over past parking proposals, and celebrated the July 4th fireworks and the community’s shared vision.

Secretary Lorant called for a clear revenue plan and expressed strong support for the Executive Director’s leadership, dismissing local criticism and praising efforts to strengthen the DDA and village.

Board Member Medina voiced strong support for the leadership team, showed excitement about the potential boutique hotel, and appreciated progress on the blue awning issue. She praised Mr. Pavelich’s report and jokingly declined participation in the Dragon Boat Weekend due to the physical toll from past experience.

Board Member Barnett stressed the importance of positivity and celebrated the major GM job announcement. He praised Mr. Pavelich’s work and shared his upcoming opportunity to present a community case study at Brown University focused on connecting Orion to its recreational assets.

Chairperson Burgess gave heartfelt praise to Mr. Pavelich for his talent and dedication, celebrated the GM jobs announcement, and encouraged local beautification for America in Bloom. She thanked Executive Director Gibb, Assistant Director Bloom, the board, and staff, emphasizing the strength of collaboration in the community.

**11. Next Regular Meeting - August 19, 2025**

**12. Adjournment**

**MOTION** made by Vice Chairperson Caruso, Seconded by Secretary Lorant, to adjourn the July 15, 2025 Downtown Development Authority Board Regular Meeting.

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

The July 15, 2025 Downtown Development Authority Board Regular meeting adjourned at 8:33PM.

\_\_\_\_\_  
Debbie Burgess  
Chairperson

\_\_\_\_\_  
Lynsey Blough  
Deputy Clerk/Treasurer

\_\_\_\_\_  
Sonja Stout  
Village Clerk/Treasurer

Date Approved: as presented on August 19, 2025.



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## COUNCIL ACTION SUMMARY SHEET

**MEETING DATE:** August 25, 2025

**TOPIC:** Receive and File of Invoice Distribution Report for August 26, 2025

**RECOMMENDED MOTION:**

To receive and file the bills in the amount of \$ 102,444.49 of which \$ 29,490.65 are DDA bills for a net total of \$ 72,953.84 and to receive and file the DDA bills.

**INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION**

EXP CHECK RUN DATES 08/26/2025 - 08/26/2025

POSTED AND UNPOSTED

OPEN AND PAID

Section 7, Item F.

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
<b>Fund: 101 GENERAL FUND</b>					
<b>Department: 000 REVENUE</b>					
101-000-123-000	CLERICAL OFFICE 8%	MML WORKERS' COMP FUND	QUARTERLY PAYMENT 2ND QUARTER 25-26	324.88	None
101-000-123-000	PARKS & RECREATION 1%	MML WORKERS' COMP FUND	QUARTERLY PAYMENT 2ND QUARTER 25-26	40.61	None
101-000-123-000	LIFEGUARDS 1%	MML WORKERS' COMP FUND	QUARTERLY PAYMENT 2ND QUARTER 25-26	40.61	None
101-000-279-000	RETIREE HEALTHCARE-RETIREE	BCBSM MEDICARE ADVANTAGE	RETIREE COVERAGE SEPTEMBER 2025	1,028.72	None
				<u>Total Department 000 REVENUE</u>	
				1,434.82	
<b>Department: 215 VILLAGE CLERK</b>					
101-215-727-000	HIGHLIGHTER PEN 4339651820	ODP BUSINESS SOLUTIONS LLC	OFFICE SUPPLIES	3.77	None
101-215-801-000	NAME PLATES	VILLAGE TROPHY SHOP	NAME PLATES BOARD OF ETHICS	75.00	None
				<u>Total Department 215 VILLAGE CLERK</u>	
				78.77	
<b>Department: 228 Information Technology</b>					
101-228-801-000	INVOICE 214559	VC3, INC.	MONTHLY BILLING FOR AUGUST	1,895.20	None
				<u>Total Department 228 Information Technology</u>	
				1,895.20	
<b>Department: 260 GENERAL ACTIVITIES</b>					
101-260-716-001	RETIREE HEALTHCARE	BCBSM MEDICARE ADVANTAGE	RETIREE COVERAGE SEPTEMBER 2025	900.15	None
101-260-727-000	PAPER/FOLDER 433958667001	ODP BUSINESS SOLUTIONS LLC	OFFICE SUPPLIES	146.39	None
101-260-727-000	INVOICE 1LCV-PHMK-CYY9	AMAZON CAPITAL SERVICES	TOILET PAPER	52.24	None
101-260-727-000	VILLAGE WATER RENTAL	CRYSTAL WATER COMPANY	VILLAGE WATER AUGUST 2025	18.00	None
101-260-730-000	BASE 022736473 6/21/25-7/2	XEROX CORPORATION	COPIER LEASE JULY	241.22	None
101-260-730-000	COLOR .0436X 4547	XEROX CORPORATION	COPIER LEASE JULY	418.91	None
101-260-730-000	B/W .0082 X 1974	XEROX CORPORATION	COPIER LEASE JULY	30.34	None
101-260-730-000	BASE CHARGE 022736474	XEROX CORPORATION	COPIER LEASE JULY	91.09	None
101-260-920-000	20 E SHADBOLT ACCT # 1030	CONSUMERS ENERGY	AUGUST BILL	18.00	None
101-260-920-000	21 E CHURCH ACCT# 1030 170	CONSUMERS ENERGY	AUGUST BILL	26.69	None
101-260-930-000	ACCT 28473094 VILLAGE MONT	ORKIN PEST CONTROL	MONTHLY PEST BILL SEPT 2025	114.00	None
101-260-930-000	8/13/25	JACOB ECHTINAW	WINDOW CLEANING	100.00	None
101-260-930-000	TERRO FRT FLY TRAP INVOICE	GREAT LAKES ACE HARDWARE	PEST CONTROL TRAPS	18.98	None
101-260-956-000	8/1/25-8/31/25	BASIC BENEFITS	MONTHLY COBRA FEE - AUGUST 2025	35.01	None
				<u>Total Department 260 GENERAL ACTIVITIES</u>	
				2,211.02	
				<u>Total Fund 101 GENERAL FUND</u>	
				5,619.81	
<b>Fund: 202 MAJOR STREET FUND</b>					
<b>Department: 000 REVENUE</b>					
202-000-123-000	STREET OPERATONS 10%	MML WORKERS' COMP FUND	QUARTERLY PAYMENT 2ND QUARTER 25-26	406.10	None
				<u>Total Department 000 REVENUE</u>	
				406.10	
				<u>Total Fund 202 MAJOR STREET FUND</u>	
				406.10	
<b>Fund: 203 LOCAL STREET FUND</b>					
<b>Department: 000 REVENUE</b>					
203-000-123-000	STREET OPERATIONS 10%	MML WORKERS' COMP FUND	QUARTERLY PAYMENT 2ND QUARTER 25-26	406.10	None
				<u>Total Department 000 REVENUE</u>	
				406.10	
<b>Department: 463 ROUTINE MAINTENANCE</b>					
203-463-726-000	LIMESTONE INVOICE 485773	ORION STONE DEPOT	TOPSOIL AND 21AA LIMESTONE	55.00	None
203-463-726-000	1-3 LIMESTONE INVOICE 4853	ORION STONE DEPOT	TOPSOIL AND 21AA LIMESTONE	220.00	None
				<u>Total Department 463 ROUTINE MAINTENANCE</u>	
				275.00	
<b>Department: 474 TRAFFIC SERVICES</b>					

**INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION**

EXP CHECK RUN DATES 08/26/2025 - 08/26/2025

POSTED AND UNPOSTED

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Section 7, Item F.

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
<b>Fund: 203 LOCAL STREET FUND</b>					
<b>Department: 474 TRAFFIC SERVICES</b>					
203-474-726-000	STRIPING PAINT INVOICE 666	THE SHERWIN WILLIAMS CO.	STREET STRIPING PAINT	314.08	None
Total Department 474 TRAFFIC SERVICES				314.08	
Total Fund 203 LOCAL STREET FUND				995.18	
<b>Fund: 207 POLICE FUND</b>					
<b>Department: 000 REVENUE</b>					
207-000-123-000	POLICE OFFICERS 42%	MML WORKERS' COMP FUND	QUARTERLY PAYMENT 2ND QUARTER 25-26	1,705.62	None
Total Department 000 REVENUE				1,705.62	
<b>Department: 301 POLICE/SHERIFF/CONSTABLE</b>					
207-301-716-001	RETIREE HEALTHCARE	BCBSM MEDICARE ADVANTAGE	RETIREE COVERAGE SEPTEMBER 2025	900.15	None
207-301-730-000	POLICE PRINTER CONTRAC INV	U.S. BANK EQUIPMENT FINANC	RICOH CONTRACT PAYMENT POLICE PRINTER	110.43	None
207-301-730-000	COPY CHARGES BW-\$26.11	COLO APPLIED INNOVATION	POLICE COPY MACHINE USAGE INVOICE 289	135.78	None
207-301-730-000	FREIGHT	APPLIED INNOVATION	POLICE COPY MACHINE USAGE INVOICE 289	5.43	None
207-301-804-000	SHERIFF DISPATCH SERVICES	OAKLAND COUNTY TREASURER	SHERIFF DISPATCH SERVICES INVOICE DAT	3,965.42	None
207-301-820-000	MARINE/BIKE UNIFORM SITES	ON DUTY GEAR LLC	UNIFORM EQUIPMENT MARINE /BIKE/ SPECI	229.98	None
207-301-820-000	SHIPPING AND HANDLING	ON DUTY GEAR LLC	UNIFORM EQUIPMENT MARINE /BIKE/ SPECI	15.00	None
Total Department 301 POLICE/SHERIFF/CONSTABLE				5,362.19	
Total Fund 207 POLICE FUND				7,067.81	
<b>Fund: 225 DEPT OF PUBLIC WORKS FUND</b>					
<b>Department: 000 REVENUE</b>					
225-000-123-000	BUILDING OPERATIONS 15%	MML WORKERS' COMP FUND	QUARTERLY PAYMENT 2ND QUARTER 25-26	609.15	None
225-000-123-000	CEMETERY OPERATIONS 5%	MML WORKERS' COMP FUND	QUARTERLY PAYMENT 2ND QUARTER 25-26	203.05	None
Total Department 000 REVENUE				812.20	
<b>Department: 441 DEPARTMENT OF PUBLIC WORKS</b>					
225-441-716-001	RETIREE HEALTHCARE	BCBSM MEDICARE ADVANTAGE	RETIREE COVERAGE SEPTEMBER 2025	3,343.42	None
225-441-740-000	FLY TRAP INVOICE 8031	GREAT LAKES ACE HARDWARE	PEST CONTROL TRAPS	9.49	None
225-441-740-000	GLYPHOSATE	TRACTOR SUPPLY CO.	WEED KILLER	69.99	None
225-441-820-000	SHIRTS CLOTH ALLOWANCE INV	GREAT LAKES ACE HARDWARE	PEST CONTROL TRAPS	71.95	None
225-441-920-000	362 CASS ACCT# 1030 1701 1	CONSUMERS ENERGY	AUGUST BILL	39.73	None
225-441-920-000	333 CASS ST ACT # 1030 170	CONSUMERS ENERGY	AUGUST BILL	0.00	None
225-441-932-000	WIPER FLUID INVOICE 138326	O'REILLY AUTOMOTIVE, INC.	VEHICLE FLUIDS	19.74	None
225-441-932-000	ANTIFREEZE INVOICE 138344	O'REILLY AUTOMOTIVE, INC.	VEHICLE FLUIDS	21.98	None
Total Department 441 DEPARTMENT OF PUBLIC WORKS				3,576.30	
Total Fund 225 DEPT OF PUBLIC WORKS FUND				4,388.50	
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND</b>					
<b>Department: 260 GENERAL ACTIVITIES</b>					
248-260-851-000	852910142028897	COMCAST	COMCAST BILL	254.09	None
248-260-920-000	100062995376	CONSUMERS ENERGY	CONSUMERS BILL	53.91	None
248-260-921-000	380 S BROADWAY	DTE ENERGY	STREET LIGHTS	28.20	None
248-260-921-000	38 WASHINGTON	DTE ENERGY	STREET LIGHTS	37.18	None
248-260-921-000	38 FLINT	DTE ENERGY	STREET LIGHTS	341.89	None
248-260-921-000	491 S BROADWAY	DTE ENERGY	STREET LIGHTS	52.56	None
248-260-921-000	22 SHADBOLT	DTE ENERGY	STREET LIGHTS	78.90	None
248-260-921-000	24 FRONT ST	DTE ENERGY	STREET LIGHTS	19.29	None
248-260-942-000	WATER TANK 244272	CRYSTAL WATER COMPANY	WATER TANK	25.00	None

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<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND</b>					
<b>Department: 260 GENERAL ACTIVITIES</b>					
248-260-956-000	ANNUAL MEMBERSHIP DUES	MICHIGAN DOWNTOWN ASSOC	ANNUAL MEMBERSHIP DUES	750.00	None
Total Department 260 GENERAL ACTIVITIES				1,641.02	
<b>Department: 725 ORGANIZATION</b>					
248-725-825-000	DT \$ 4571, 4629	ANITA'S KITCHEN	DOWNTOWN DOLLARS	50.00	None
248-725-827-000	INV 5986	BROADWAY EMBROIDERY	ILLUMINATORS SHIRTS	2,035.56	None
Total Department 725 ORGANIZATION				2,085.56	
<b>Department: 726 DESIGN</b>					
248-726-980-001	INV 5753	PROGRESSIVE SIDING, INC.	SIDING INSTALLATION	20,485.00	None
Total Department 726 DESIGN				20,485.00	
<b>Department: 728 ECONOMIC DEVELOPMENT</b>					
248-728-888-000	INV 128	DEBRA NOVARA	DEBRA NOVARA OF NOVARA DESIGN, LLC	505.00	None
248-728-888-000	INV 384269	VIEW NEWSPAPER GROUP	INVOICES ADVERTISEMENT	3,342.00	None
Total Department 728 ECONOMIC DEVELOPMENT				3,847.00	
<b>Department: 729 PROMOTION</b>					
248-729-880-000	DRGN ON THE LAKE DEC	AMAZON CAPITAL SERVICES	DRAGON ON THE LAKE DECORATIONS	60.84	None
248-729-880-017	MOVIE NIGHT SUPPLIES	AMAZON CAPITAL SERVICES	MOVIE NIGHT	19.98	None
248-729-880-017	MOVIE NIGHT SUPPLIES	AMAZON CAPITAL SERVICES	MOVIE NIGHT	17.96	None
248-729-880-017	MOVIE NIGHT SUPPLIES	AMAZON CAPITAL SERVICES	MOVIE NIGHT	390.44	None
Total Department 729 PROMOTION				489.22	
<b>Department: 730</b>					
248-730-975-006	R&R JOB#2025-392	BSI PAVING	R&R CHANGE ORDER	942.85	None
Total Department 730				942.85	
Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND				29,490.65	
<b>Fund: 592 WATER AND SEWER FUND</b>					
<b>Department: 000 REVENUE</b>					
592-000-123-000	WATER OPERATIONS 8%	MML WORKERS' COMP FUND	QUARTERLY PAYMENT 2ND QUARTER 25-26	324.88	None
Total Department 000 REVENUE				324.88	
<b>Department: 548 SEWER ACTIVITIES</b>					
592-548-831-000	JULY 2025	OAKLAND COUNTY TREASURER	SEWAGE DISPOSAL SERVICES JULY 2025	49,646.70	None
Total Department 548 SEWER ACTIVITIES				49,646.70	
<b>Department: 556 WATER ACTIVITIES</b>					
592-556-726-000	5/8X1/2 IQ2200 CF ENC	TEAM EJP	ULTRA SONIC WATER METERS	825.00	None
592-556-726-000	5' WIRE LEAD KIT	TEAM EJP	ULTRA SONIC WATER METERS	60.00	None
592-556-726-000	FREIGHT AND FEES	TEAM EJP	ULTRA SONIC WATER METERS	45.08	None
592-556-931-000	TOPSOIL STRAW INVOICE 4849	ORION STONE DEPOT	TOPSOIL AND 21AA LIMESTONE	116.00	None
592-556-931-001	SEALANT INVOICE 8016/81	GREAT LAKES ACE HARDWARE	HYDRANT REPAIR PARTS	22.78	None
592-556-931-001	1" RANGER KIT	GUNNERS METERS & PARTS, I	METER SUPPLIES	202.00	None
592-556-931-001	1-1/4 SS INSERT	GUNNERS METERS & PARTS, I	METER SUPPLIES	14.00	None
592-556-931-003	5/8X3/4 PROCODER T-10 METE	GUNNERS METERS & PARTS, I	METER SUPPLIES	1,250.00	None
592-556-931-003	3/4 METER COUPLING	GUNNERS METERS & PARTS, I	METER SUPPLIES	100.00	None
592-556-931-003	1" T-10 METER AUTO RD CF	GUNNERS METERS & PARTS, I	METER SUPPLIES	925.00	None
592-556-931-003	3/4 METER COUPLING	GUNNERS METERS & PARTS, I	METER SUPPLIES	300.00	None
592-556-931-003	1-1/2 T-10 METER FOR MOCER	GUNNERS METERS & PARTS, I	METER SUPPLIES	550.00	None

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

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Section 7, Item F.

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
<b>Fund: 592 WATER AND SEWER FUND</b>					
<b>Department: 556 WATER ACTIVITIES</b>					
592-556-931-003	1-1/2 FLANGE KIT FOR MOCER GUNNERS METERS & PARTS, I METER SUPPLIES			95.00	None
			Total Department 556 WATER ACTIVITIES	4,504.86	
			Total Fund 592 WATER AND SEWER FUND	54,476.44	

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Section 7, Item F.

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY FUND ---					
101			GENERAL FUND	5,619.81	
202			MAJOR STREET FUND	406.10	
203			LOCAL STREET FUND	995.18	
207			POLICE FUND	7,067.81	
225			DEPT OF PUBLIC WORKS FUND	4,388.50	
248			DOWNTOWN DEVELOPMENT AUTHORITY FUND	29,490.65	
592			WATER AND SEWER FUND	54,476.44	
			Total For All Funds:	102,444.49	



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## COUNCIL ACTION SUMMARY SHEET

**MEETING DATE:** August 25, 2025

**TOPIC:** Approval of Special Event – Michigan Downtown Day

**BACKGROUND BRIEF:**

Michigan Downtown Day is a statewide initiative that celebrates the role of downtowns in fostering community, supporting local businesses, and enhancing placemaking.

Emily Dziegielewski from the Lake Orion Downtown Development Authority has submitted a Special Event Application for “Michigan Downtown Day,” scheduled for Saturday, September 27, 2025, from 10:00 AM to 4:00 PM, to take place on sidewalks within the Downtown District.

**RECOMMENDED MOTION:**

To adopt Resolution No. 2025-026 approving the “Michigan Downtown Day” Special Event Permit and the License Agreement between the Village of Lake Orion and the Lake Orion Downtown Development Authority, represented by Emily Dziegielewski, for the event to be held on September 27, 2025, and to authorize the Village Council President and Village Clerk to execute the agreement on behalf of the Village.



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

**RESOLUTION NO. 2025-026**

**A RESOLUTION APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR  
MICHIGAN DOWNTOWN DAY  
AND AUTHORIZING THE EXECUTION OF A LICENSE AGREEMENT**

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

**RESOLVED:** To approve the Special Event Permit Application submitted by Emily Dziegielewski on behalf of the Lake Orion Downtown Development Authority, requesting the use of Downtown Right-of-Ways on Saturday, September 27, 2025, from 10:00 AM to 4:00 PM, for the “Michigan Downtown Day,” as outlined in the application.

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

**FURTHER RESOLVED:** To approve the Sign Permit for the Michigan Downtown Day, as submitted.

**FURTHER RESOLVED:** This approval is conditioned on the following:

**Administrative Requirements:**

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

**Police Department Requirements:**

- 1. Event staff and on-site manager contact information (cell phone numbers) must be provided

to the Police Department at least 24 hours before the event.

**DPW Requirements:**

1. Village properties will be properly maintained by DPW prior to the event.

**Fire Department Requirements:**

1. No parking is permitted in the Fire Station parking lot or along Anderson Street.

THIS RESOLUTION WAS DULY ADOPTED BY LAKE ORION VILLAGE COUNCIL AT ITS REGULAR MEETING HELD ON MONDAY, AUGUST 25, 2025.



Sonja Stout  
Village of Lake Orion

---

**CERTIFICATION**

I, Sonja Stout, duly appointed Clerk of the Village of Lake Orion, Oakland County, Michigan, do hereby certify that the foregoing is a true and correct copy of Resolution No. 2025-026 adopted by the Village of Lake Orion Village Council at its regular meeting held on the 25<sup>th</sup> day of August 2025.

Given under my hand and seal of the Village of Lake Orion, Oakland County, Michigan this 25<sup>th</sup> day of August 2025.



Sonja Stout  
Village of Lake Orion Clerk/Treasurer

DATED: August 26, 2025



Special Event  
**SE-2025-003**

Balance  
**\$0.00**

Applicant	Application #	Submitted	Issued	Starts	Expires	Identifier
Office DDA	27E-H4U	Aug 14, 2025	Aug 18, 2025	Aug 18, 2025	Aug 17, 2026	--

### Applicant Information

**APPLICANT**  
**Office DDA**

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

### Agent

**AGENT**  
**Janet Bloom**

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

### Internal

**Conditions**

Applicant must comply with all requirements set forth in Resolution No. 2025-026.

**Village Manager Signature**

**Internal Notes - Employee Communication**

Outdoor Movie Night was already approved by the Village Council (Resolution No. 2025-014). The DDA later changed the date for Couples Night to September 12 and moved the event to a new location not owned by the Village. That's why the banner reflects the updated information.-LBlough on 8/14/2025.

### General Information

**Event Location**

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



**Event Locations**

Michigan Downtown Day! Possible sidewalk sales by local businesses and/or meet and greet. The event will be held throughout downtown. 118 N Broadway (the DDA address) is listed as a general placeholder.

**Zoning District**

DC - Downtown Center

**Event Name**

Michigan Downtown Day!

**Event Details**

Michigan Downtown Day! Possible sidewalk sales by local businesses and/or meet and greet.

**Date / Hours of Event**

September 27th 10am-4pm

**Date / Hours of Set-up and Tear Down**

September 27th; one hour prior to event start and one hour after event end.

**Event Map**

[sidewalk sales map.pdf](#)

**Street Closures and / or Parking Lot closures necessary?**

No

**If yes, how many days?**

N/A

**If yes, describe**

N/A

**Green's Park Reservation?**

No

**Green's Park Reservation Date/Hours**

N/A

**Gazebo Rental?**

No

**Gazebo Rental Date/Hours**

N/A

**Coordinating Event Details**

N/A

**Coordinating with Another Event?**

No

**If yes, Event Name**

N/A

---

**Event Details**

**Type of Event**

DDA

**Status**

Non-Profit

**If Non-Profit, provide proof of non-profit status**

**Is this event expected to occur next year?**

Yes

If Yes, provide next year's specific dates

9/28/26

If this event a Fund raiser?

No

If YES, indicate beneficiary information

N/A

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

No

Describe above selection

Event was previously held last year in LO.

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

No

Describe above selection

Event is normally held in downtown LO.

Event Details (continued)

Total estimated attendance each day

90

What parking arrangements will be necessary to accommodate attendance?

Regular parking. No closures needed.

Parking Plan

How will trash be handled?

Regular use of bins.

Is amplification of music or speakers planned or anticipated?

No

If yes, describe

N/A

Will tents be used?

No

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

N/A

Portable restrooms

No

If yes, number of portable restrooms and location

N/A

### Food / Alcohol / Merchandise

**Will alcoholic beverages be served?**

No

**If yes, describe**

N/A

**Is liquor license issued by the State of Michigan?**

N/A

**If yes, whose name is the license issued to**

N/A

**Copy of License**

**Will food and beverages be sold?**

No

**If yes, describe**

N/A

**Will merchandise be sold?**

No

**If yes, describe**

N/A

### Municipal Equipment

**Electrical Connections**

No

**If yes, describe**

N/A

**Water?**

No

**If yes, describe**

N/A

**Barricades and/or Traffic cones**

No

**Emergency Fire Equipment, such as ambulance?**

No

**If yes, describe**

N/A

**Other Village Services**

No

**If yes, describe**

N/A

### Request Use of Village Equipment ONLY

**Use of Equipment Start (Day / Time)**

N/A

**Use of Equipment End (Day / Time)**

N/A

**Barricades**

N/A

**Temporary Closure Signage**

N/A

**Trash Cans**

N/A

**Other**

N/A

**Describe in Detail**

N/A

---

**Event Signs**

**Will this event include the use of signs?**

Yes

**Location(s) of Sign**

By Autozone and Lumberyard

**Sign Dimensions**

9x3

**Sign Sketch Plan**

[movie nights and downtown day.PNG](#)

**Location Map**

[banner locations.jpg](#)

**Temporary Display Start**

Aug 11, 2025

**Temporary Display End**

Sep 29, 2025

**Quantity of Temporary Signs**

2

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**Hold Harmless Agreement**

**Hold Harmless Agreement**

[MI Downtown Day HH Agreement.jpeg](#)

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**Certifications and Signatures**

**Signature of Sponsoring Organization's Agent**

[signature emily dz.PNG](#)

**Fees**

Application Fee	\$25.00
Special Event - Right Of Way	\$75.00
Admin Waive Fee	-\$100.00

<b>TOTAL</b>	
<b>PAID</b>	<b>\$0.00</b>
<b>BALANCE DUE</b>	<b>\$0.00</b>

**Communication**

**Office D** August 14, 2:30 PM  
Signed Hold Harmless Agreement MI Downtown Day



**Workflow**

- 1. Payment - COMPLETED**  
Assignee: Lynsey Blough
- 2. Administrative Review - COMPLETED**  
Assignee: Lynsey Blough
- 3. Dept. of Public Works Review - COMPLETED**  
Assignee: Wes Sanchez
- 4. Public Safety Review - COMPLETED**  
Assignee: Mark Amundson
- 5. Fire Department Review - COMPLETED**  
Assignee: John Pender
- 6. Planning & Zoning Review - ACTIVE**  
Assignee: Mario Ortega
- 7. Village Manager / Council Review - INACTIVE**  
Assignee: Darwin McClary
- 8. Issue Permit - INACTIVE**  
Assignee: Lynsey Blough





21 E. Church Street  
Lake Orion, Michigan 48362  
Tel 248.693.8391  
Fax 248.693.5874  
[www.lakeorion.org](http://www.lakeorion.org)

**HOLD HARMLESS AGREEMENT**

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

Michigan Downtown Day  
Activity/Event

9/27/25 10am-4p  
Dates and Time

General Description of Location

Michigan Downtown Day Possible sidewalk sales by local businesses and meet & greet.

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

[Signature]

Applicant/Property Owner/Contractor Signature\*\*

Janet L Bloom

Witness One Signature \*\*\*

Emily Dziugalewski

Applicant/Property Owner/Contractor Printed Name

Janet Bloom

Witness One Printed Name

8/14/25

Date

[Signature]

Witness Two Signature \*\*\*

Matthew G. [Signature]

Witness Two Printed Name

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

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

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



michigan municipal league

# Liability & Property Pool

## RENEWAL CERTIFICATE

IN CONSIDERATION FOR PREMIUM PAID, AND SUBJECT TO ALL OF THE TERMS OF THE EXPIRING COVERAGE DOCUMENT AND ANY ENDORSEMENTS ATTACHED HERETO, WE AGREE TO RENEW YOUR COVERAGES AS STATED IN THIS CERTIFICATE. THESE COVERAGES ARE PROVIDED IN ACCORDANCE WITH THE INTERGOVERNMENTAL CONTRACT WHICH FORMS THE LEGAL BASIS FOR THE OPERATION OF THE POOL.

Contract Number: MML001238340

Renewal of Number: MML001238339

Pool Member: Village of Lake Orion

Mailing Address: 21 E. Church St.  
Lake Orion, MI 48362

**Coverage Period**

From: 7/1/2025

To: 7/1/2026

(12:01 A.M. Standard time at your mailing address shown above)

Liability Coverage Parts	Limit of Liability	Deductible
Municipal General Liability Coverage	\$5,000,000	\$0
Public Officials Liability Coverage	\$5,000,000	\$0
Law Enforcement Liability Coverage	\$5,000,000	\$0
Employee Benefit Liability Coverage	\$1,000,000	\$0
Automobile Liability Coverage	\$5,000,000	\$0
Comprehensive and Collision Coverage	Per Schedule	Per Schedule
<b>Combined Liability Policy Limit</b>	<b>\$5,000,000</b>	
Cyber Liability and Data Breach Response Coverage (CYB001238340)	Per Declarations	Per Declarations

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

**COVERAGE UNDER THIS CONTRACT IS:**

- As amended by revised schedule(s) attached.
- As amended by endorsement(s): ADD: MMP101 (01/11) , MML23 (07/11) , MML240 (07/25), MML307 (12/16)

BY:

*[Signature]*  
\_\_\_\_\_  
(Authorized Representative)

DATE:

06/10/2025  
\_\_\_\_\_

9x3 banner

# Outdoor Movies!

8/15 6:30-10pm (Teens)

# WICKED

9/12 6-9:30pm (Date Night)

TBD

9/19 6-9:30 (Kids)

Vote at Dragon on the Lake!



# Michigan Downtown

# Day!

Downtown Lake Orion  
Sidewalk Sales!



# 9/27



*Banner in front of Autozone*

*Banner @ Lumberyard*



# Charter Township of Orion

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

Section 7, Item G.

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

August 18, 2025

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

RE: Michigan Downtown Day

Lake Orion Village Council,

It is the recommendation of the Orion Township Fire Department that the event, Michigan Downtown Day, be approved with the following conditions.

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

*John Pender*

John Pender, Assistant Fire Chief  
Orion Township Fire Department



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## COUNCIL ACTION SUMMARY SHEET

**MEETING DATE:** August 25, 2025

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

**BACKGROUND BRIEF:**

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

Emily Dziegielewski from the Lake Orion Downtown Development Authority has submitted a Special Event Application for “Here Lies Lake Orion Cemetery Tour,” scheduled for October 4–5, 2025, with tours taking place at 4:00 PM, 5:00 PM, and 6:00 PM each evening.

**RECOMMENDED MOTION:**

To adopt Resolution No. 2025-027 approving the “Here Lies Lake Orion Cemetery Tour” Special Event Permit and the License Agreement between the Village of Lake Orion and the Lake Orion Downtown Development Authority, represented by Emily Dziegielewski, for the event to be held on October 4–5, 2025, with tours scheduled at 4:00 PM, 5:00 PM, and 6:00 PM each day, and to authorize the Village Council President and Village Clerk to execute the agreement on behalf of the Village.



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

**RESOLUTION NO. 2025-027**

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

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

**RESOLVED:** To approve the Event Permit Application submitted by Emily Dziegielewski on behalf of the Lake Orion Downtown Development Authority, requesting the use of Evergreen Cemetery on October 4–5, 2025, with events scheduled at 4:00 PM, 5:00 PM, and 6:00 PM, as outlined in the application.

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

**FURTHER RESOLVED:** To approve the sign permit for the Michigan Downtown Day, as submitted.

**FURTHER RESOLVED:** This approval is conditioned on the following:

**Administrative Requirements:**

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

**Police Department Requirements:**

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

**DPW Requirements:**

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

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

THIS RESOLUTION WAS DULY ADOPTED BY LAKE ORION VILLAGE COUNCIL AT ITS REGULAR MEETING HELD ON MONDAY, AUGUST 25, 2025.



Sonja Stout  
Village of Lake Orion

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**CERTIFICATION**

I, Sonja Stout, duly appointed Clerk of the Village of Lake Orion, Oakland County, Michigan, do hereby certify that the foregoing is a true and correct copy of Resolution No. 2025-027 adopted by the Village of Lake Orion Village Council at its regular meeting held on the 25<sup>th</sup> day of August 2025.

Given under my hand and seal of the Village of Lake Orion, Oakland County, Michigan this 25<sup>th</sup> day of August 2025.



Sonja Stout  
Village of Lake Orion Clerk/Treasurer

DATED: August 26, 2025



Special Event  
**SE-2025-004**

Balance  
**\$0.00**

Applicant	Application #	Submitted	Issued	Starts	Expires	Identifier
Emily Dziegielewski	3TD-WQG	Aug 6, 2025	--	Oct 4, 2025	--	--

### Applicant Information

**APPLICANT**  
**Emily Dziegielewski**

✉ office@downtownlakeorion.org

☎ (248) 693-9742

📍 118 N Broadway St, Lake Orion, MI 48362

📍 Same as mailing address

### Agent

**AGENT**  
**Jimmy Johnson**

✉ Jimmy@GraphicTakeover.com

☎ (248) 894-4464

📍 948 S Baldwin Rd, Village of Clarkston, MI 48348

📍 Same as mailing address

### Internal

Conditions

Applicant must comply with all requirements set forth in Resolution No. 2025-027.

Village Manager Signature

Internal Notes - Employee Communication

N/A

### General Information

#### Event Location

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

#### Event Locations

Evergreen Cemetery

#### Zoning District

MU - Mixed Use

**Event Name**

Here Lies Lake Orion Cemetery Tour

**Event Details**

Paid ticket holders (max 30 per tour, tour every hour) will meet inside Evergreen Cemetery for a historical tour with a volunteer guide. The guide will walk them along the pathways (lighting provided) to visit the graves of some prominent deceased Lake Orion residents and tell their stories. There will be displays at each grave site with photos and stories. THIS IS NOT A HAUNTED ATTRACTION.

**Date / Hours of Event**

October 4th-5th Ticketed event at 4:00pm, 5:00pm, and 6:00pm

**Date / Hours of Set-up and Tear Down**

Set up: Oct. 4 at 12 pm Tear down: Oct. 5 at 9pm

**Event Map****Street Closures and / or Parking Lot closures necessary?**

No

**If yes, how many days?**

2

**If yes, describe**

N/A

**Green's Park Reservation?**

No

**Green's Park Reservation Date/Hours**

N/A

**Gazebo Rental?**

No

**Gazebo Rental Date/Hours**

N/A

**Coordinating Event Details**

N/A

**Coordinating with Another Event?**

No

**If yes, Event Name**

N/A

**Event Details****Type of Event**

DDA

**Status**

Non-Profit

**If Non-Profit, provide proof of non-profit status****Is this event expected to occur next year?**

Yes

**If Yes, provide next year's specific dates**

October 3/4 2026

**If this event a Fund raiser?**

Yes

**If YES, indicate beneficiary information**

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

No

**Describe above selection**

Event is held annually

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

No

**Describe above selection**

Event is held annually

---

### Event Details (continued)

**Total estimated attendance each day**

90

**What parking arrangements will be necessary to accommodate attendance?**

Will be using 425 parking lot, as all businesses are closed Saturday

**Parking Plan**

**How will trash be handled?**

regular use of trash bins

**Is amplification of music or speakers planned or anticipated?**

Yes

**If yes, describe**

Guide will have a personal microphone on their person. Should not be very loud, only tour group should be able to hear it.

**Will tents be used?**

No

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

N/A

**Portable restrooms**

No

**If yes, number of portable restrooms and location**

N/A

---

Food / Alcohol / Merchandise

**Will alcoholic beverages be served?**

No

**If yes, describe**

N/A

**Is liquor license issued by the State of Michigan?**

N/A

**If yes, whose name is the license issued to**

N/A

**Copy of License**

**Will food and beverages be sold?**

No

**If yes, describe**

N/A

**Will merchandise be sold?**

Yes

**If yes, describe**

LO Historical Society might be selling merchandise

---

## Municipal Equipment

**Electrical Connections**

No

**If yes, describe**

N/A

**Water?**

No

**If yes, describe**

N/A

**Barricades and/or Traffic cones**

No

**Emergency Fire Equipment, such as ambulance?**

No

**If yes, describe**

N/A

**Other Village Services**

No

**If yes, describe**

N/A

---

## Request Use of Village Equipment ONLY

**Use of Equipment Start (Day / Time)**

N/A

**Use of Equipment End (Day / Time)**

N/A

**Barricades**

N/A

**Temporary Closure Signage**

N/A

Trash Cans

N/A

Other

N/A

**Describe in Detail**

N/A

---

**Event Signs**

**Will this event include the use of signs?**

Yes

**Location(s) of Sign**

By Autozone and Lumberyard

**Sign Dimensions**

9x3

**Sign Sketch Plan**

**Location Map**

**Temporary Display Start**

Sep 29, 2025

**Temporary Display End**

Nov 1, 2025

**Quantity of Temporary Signs**

2

---

**Hold Harmless Agreement**

**Hold Harmless Agreement**

---

**Certifications and Signatures**

**Signature of Sponsoring Organization's Agent**

**Fees**

Application Fee	\$25.00
Special Event - Right Of Way	\$75.00
<b>TOTAL</b>	<b>\$100.00</b>
<b>PAID</b>	<b>\$100.00</b>

## Transaction Log

08/14/2025	Payment	Other	
Credit card payment made by the DDA in the office on 8/14/2025. Receipt #51892.			\$100.00

## Communication

**Office D** August 6, 4:17 PM

Event will be held at Evergreen Cemetery. There was no option to select this on the drop menu.

**Lynsey B** August 14, 11:45 AM

Since this is a ticketed event and fund raiser, fees needed to be paid by the Historical Society. As stated in Village Council Resolution No. 2023-031 Section 2C. Please see attached for reference. Thanks!

[Resolution 2023-031 Waiving of Fees and Charges.pdf](#)

**Office D** August 14, 2:30 PM

Here Lies LO Hold Harmless Agreement

[Here Lies LO HH.jpg](#)

## Workflow

### 1. Payment - COMPLETED

Assignee: Lynsey Blough

### 2. Administrative Review - COMPLETED

Assignee: Lynsey Blough

### 3. Dept. of Public Works Review - COMPLETED

Assignee: Wes Sanchez

### 4. Public Safety Review - COMPLETED

Assignee: Mark Amundson

### 5. Fire Department Review - COMPLETED

Assignee: John Pender

### 6. Planning & Zoning Review - ACTIVE

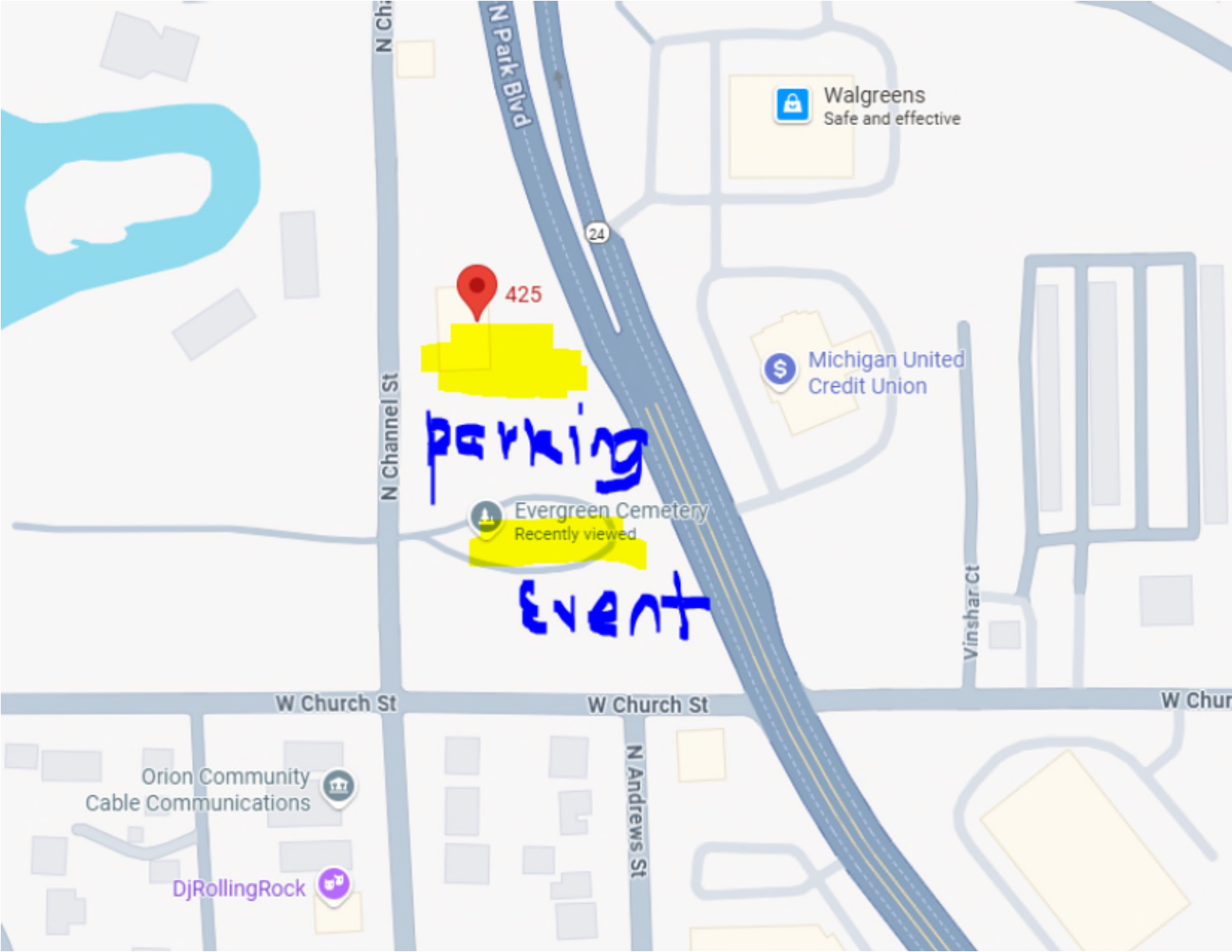
Assignee: Mario Ortega

### 7. Village Manager / Council Review - INACTIVE

Assignee: Darwin McClary

### 8. Issue Permit - INACTIVE

Assignee: Lynsey Blough





Village of Lake Orion  
21 E. Church Street  
Lake Orion, Michigan 48362  
Tel 248.693.8391  
Fax 248.693.5874  
[www.lakeorion.org](http://www.lakeorion.org)

**HOLD HARMLESS AGREEMENT**

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

Here Lies Lake Orion Cemetery Tours      Oct 4-5 4pm, 5pm + 6pm  
Activity/Event      Dates and Time

ticket holders will meet + tour inside Evergreen Cemetery for  
General Description of Location  
a historical tour with a volunteer guide.

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 Dzielanski  
Applicant/Property Owner/Contractor Signature\*\*

Janet L. Blean  
Witness One Signature \*\*\*

Emily Dzielanski  
Applicant/Property Owner/Contractor Printed Name

Janet L. Blean  
Witness One Printed Name

8/14/25  
Date

[Signature]  
Witness Two Signature \*\*\*

Matthew Gibb  
Witness Two Printed Name

\* Applicant MUST provide information regarding what the activity is, date(s), times activity will be held and the areas (public sidewalks, streets, parking spaces, etc.) that are affected.  
\*\* If the activity is obstructing public right-of-way for work on private property, the property owner or contractor MUST provide their signature.  
\*\*\* The signatures from two (2) witnesses are required.



michigan municipal league

# Liability & Property Pool

## RENEWAL CERTIFICATE

IN CONSIDERATION FOR PREMIUM PAID, AND SUBJECT TO ALL OF THE TERMS OF THE EXPIRING COVERAGE DOCUMENT AND ANY ENDORSEMENTS ATTACHED HERETO, WE AGREE TO RENEW YOUR COVERAGES AS STATED IN THIS CERTIFICATE. THESE COVERAGES ARE PROVIDED IN ACCORDANCE WITH THE INTERGOVERNMENTAL CONTRACT WHICH FORMS THE LEGAL BASIS FOR THE OPERATION OF THE POOL.

Contract Number: MML001238340

Renewal of Number: MML001238339

Pool Member: Village of Lake Orion

Mailing Address: 21 E. Church St.  
Lake Orion, MI 48362

**Coverage Period**

From: 7/1/2025

To: 7/1/2026

(12:01 A.M. Standard time at your mailing address shown above)

Liability Coverage Parts	Limit of Liability	Deductible
Municipal General Liability Coverage	\$5,000,000	\$0
Public Officials Liability Coverage	\$5,000,000	\$0
Law Enforcement Liability Coverage	\$5,000,000	\$0
Employee Benefit Liability Coverage	\$1,000,000	\$0
Automobile Liability Coverage	\$5,000,000	\$0
Comprehensive and Collision Coverage	Per Schedule	Per Schedule
<b>Combined Liability Policy Limit</b>	<b>\$5,000,000</b>	
Cyber Liability and Data Breach Response Coverage (CYB001238340)	Per Declarations	Per Declarations

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

**COVERAGE UNDER THIS CONTRACT IS:**

- As amended by revised schedule(s) attached.
- As amended by endorsement(s): ADD: MMP101 (01/11) , MML23 (07/11) , MML240 (07/25), MML307 (12/16)

BY:

*[Signature]*  
\_\_\_\_\_  
(Authorized Representative)

DATE:

06/10/2025



*Banner in front of Autozone*

*Banner @ Lumberyard*

9x3 Banners



Guided Cemetery Tours

**October 4-5**

**Happy  
Halloween**



LAKE ORION  
**Halloween**  
Extravaganza  
**October 15**



DOWNTOWN LAKE ORION & OXFORD

#STRONGERTOGETHER

**October 24**



# Charter Township of Orion

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

Section 7, Item H.

## Fire Department

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

August 18, 2025

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

RE: Here lies Lake Orion Cemetery Tour

Lake Orion Village Council,

It is the recommendation of the Orion Township Fire Department that the event, Here Lies Lake Orion Cemetery Tour, be approved.

*John Pender*

John Pender, Assistant Fire Chief  
Orion Township Fire Department

**VILLAGE OF LAKE ORION**

Receipt: 0000051892

08/14/25

Section 7, Item H.

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

Cashier: BLOUGHL  
Received Of: DDA

118 BROADWAY N  
LAKE ORION MI 48362

The sum of: 100.00

APPL FEE	1 @ 25			25.00
		101-000-607-000	25.00	
UTSPROW	1 @ 75			75.00
		101-000-607-000	75.00	
			<b>Total</b>	<b>100.00</b>

TENDERED:	CREDIT CARD	pi_3Rw6PSGbbNaN9o2	100.00
TENDERED:	Credit Card Fee	pi_3Rw6PSGbbNaN9o2	3.45

Signed: \_\_\_\_\_



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## COUNCIL ACTION SUMMARY SHEET

**MEETING DATE:** August 25, 2025

**TOPIC:** Approval of Special Event – Halloween Extravaganza

### BACKGROUND BRIEF:

Emily Dziegielewski from the Downtown Development Authority has submitted a Special Event Application for the “Halloween Extravaganza,” scheduled for Wednesday, October 15, 2025, from 5:00 PM to 8:00 PM, to take place on various Village properties.

This is an annual event that continues to grow in popularity. The Halloween parade, which was successfully reintroduced in 2024, will return again this year following the same route as last year.

### RECOMMENDED MOTION:

To adopt Resolution No. 2025-028 approving the “Halloween Extravaganza” Special Event Permit and the License Agreement between the Village of Lake Orion and Lake Orion Downtown Development Authority, Emily Dziegielewski. Event to be held October 15, 2025, and to authorize the Village Council President and Village Clerk to execute the document on behalf of the Village.



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

**RESOLUTION NO. 2025-028**

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

**VOTING YEA:**

**VOTING NAY:**

**ABSENT:**

**MOTION:**

**RESOLVED:** To approve the Special Event Permit Application submitted by Emily Dziegielewski on behalf of the Lake Orion Downtown Development Authority, requesting the use of various Village properties on Wednesday, October 15, 2025, from 5:00 PM to 8:00 PM, for the “Halloween Extravaganza,” as outlined in the application.

**Public Areas to be Utilized:**

- Closure of Municipal Parking Lot P4 from 2:00 PM to 5:00 PM for setup and from 8:00 PM to 9:00 PM for teardown.
- Children’s Park and Gazebo Area for entertainment, decorations, cider, and donuts.
- Anderson Street, from Church Street to Front Street, for the Costume Parade.
  - Parade Route: From Village Hall to Children’s Park.
  - Setup begins at 5:00 PM.
  - Lineup begins at 5:30 PM.
  - Parade begins at 6:00 PM.

**Municipal Equipment Requested:**

- Barricades
- Cones

- Temporary closure signages
- Electrical connections

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

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

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

**Administrative Requirements:**

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

**Police Department Requirements:**

1. Event staff and on-site manager contact information (cell phone numbers) must be provided to the Police Department at least 24 hours before the event.
2. The Police Department will direct the placement of all required barricades for parking lot and any approved street closures.
3. The applicant shall be responsible for reimbursing the Village for all police resources dedicated exclusively to this event. This policy is intended to ensure full cost recovery, and the applicant will be billed for the actual costs incurred.
4. At a minimum, one dedicated police officer must be assigned to the event from start to finish. The need for additional staffing will be evaluated during planning meetings with the Chief of Police or their designee.
5. Upon request, the Chief of Police may provide a preliminary cost estimate for police services. The final invoice will reflect only the actual costs of police services provided. Note: The reimbursement requirement outlined in Item #4 is waived for 2025 and will take effect January 1, 2026.
6. A pre-planning meeting with the Chief of Police or their designee is required for all events involving dedicated police resources. To schedule this meeting, please contact Chief Mark Amundson at [amundsonm@lakeorionpolice.org](mailto:amundsonm@lakeorionpolice.org).

**DPW Requirements:**

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

**Fire Department Requirements:**

The Orion Township Fire Department approves the Halloween Extravaganza, with the following conditions:

- 1. Parking is not permitted in the Fire Station parking lot or along Anderson Street.
- 2. Anderson Street shall remain three-quarters open to allow for emergency vehicle access, as shown in the approved map.

THIS RESOLUTION WAS DULY ADOPTED BY LAKE ORION VILLAGE COUNCIL AT ITS REGULAR MEETING HELD ON MONDAY, AUGUST 25, 2025.



Sonja Stout  
Village of Lake Orion

---

**CERTIFICATION**

I, Sonja Stout, duly appointed Clerk of the Village of Lake Orion, Oakland County, Michigan, do hereby certify that the foregoing is a true and correct copy of Resolution No. 2025-028 adopted by the Village of Lake Orion Village Council at its regular meeting held on the 25<sup>th</sup> day of August 2025.

Given under my hand and seal of the Village of Lake Orion, Oakland County, Michigan this 25<sup>th</sup> day of August 2025.



Sonja Stout  
Village of Lake Orion Clerk/Treasurer

DATED: August 26, 2025



Special Event  
**SE-2025-005**

Balance  
**\$0.00**

Applicant	Application #	Submitted	Issued	Starts	Expires	Identifier
Office DDA	R6H-HDI	Jul 25, 2025	--	Oct 15, 2025	--	--

### Applicant Information

**APPLICANT**  
**Office DDA**

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

### Agent

**AGENT**  
**Janet Bloom**

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

### Internal

#### Conditions

##### Police Reimbursement:

The applicant shall be responsible for reimbursing the Village for all police resources dedicated exclusively to this event. This policy is intended to ensure full cost recovery, and the applicant will be billed for the actual costs incurred. At a minimum, one dedicated police officer must be assigned to the event from start to finish. The need for additional staffing will be evaluated during planning meetings with the Chief of Police or their designee.

Upon request, the Chief of Police may provide a preliminary cost estimate for police services. The final invoice will reflect only the actual costs of police services provided. (WAIVED FOR 2025, Will begin effective January 1, 2026)

##### Pre-Planning Meeting with Chief of Police:

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

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

Applicant must comply with all requirements set forth in Resolution No. 2025-028.

Village Manager Signature

Internal Notes - Employee Communication

N/A

## General Information

### Event Location

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



### Event Locations

Children's Park, Gazebo and Parking Lot, Anderson Street from Church Street to Front Street for Costume Parade.

### Zoning District

DC - Downtown Center

### Event Name

Halloween Extravaganza

### Event Details

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

### Date / Hours of Event

October 15 from 5:00pm to 8:00pm; parade timeline set up 5 pm, line up 5:30pm, launch 6pm

### Date / Hours of Set-up and Tear Down

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

### Event Map

### Street Closures and / or Parking Lot closures necessary?

Yes

### If yes, how many days?

1

### If yes, describe

See Map

### Green's Park Reservation?

No

### Green's Park Reservation Date/Hours

N/A

### Gazebo Rental?

Yes

### Gazebo Rental Date/Hours

October 15, 2-9pm

### Coordinating Event Details

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

### Coordinating with Another Event?

No

### If yes, Event Name

N/A

## Event Details

**Type of Event**

DDA

**Status**

Not-for-Profit

**If Non-Profit, provide proof of non-profit status**

**Is this event expected to occur next year?**

Yes

**If Yes, provide next year's specific dates**

October 14, 2026

**If this event a Fund raiser?**

No

**If YES, indicate beneficiary information**

N/A

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

No

**Describe above selection**

This event is held annually.

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

No

**Describe above selection**

This event is held annually.

---

**Event Details (continued)**

**Total estimated attendance each day**

300

**What parking arrangements will be necessary to accommodate attendance?**

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

**Parking Plan**

**How will trash be handled?**

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

**Is amplification of music or speakers planned or anticipated?**

Yes

If yes, describe

Halloween themed music in children's park, 5-8 pm on 10/16. Volume in accordance with village ordinance.

Will tents be used?

Yes

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

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

Portable restrooms

Yes

If yes, number of portable restrooms and location

1 located near Children's park

---

## Food / Alcohol / Merchandise

Will alcoholic beverages be served?

No

If yes, describe

N/A

Is liquor license issued by the State of Michigan?

N/A

If yes, whose name is the license issued to

N/A

Copy of License

Will food and beverages be sold?

No

If yes, describe

N/A

Will merchandise be sold?

No

If yes, describe

N/A

---

## Municipal Equipment

Electrical Connections

Yes

If yes, describe

we will plug into the nearest outlet for music/sound

Water?

No

If yes, describe

N/A

Barricades and/or Traffic cones

Yes

Emergency Fire Equipment, such as ambulance?

No

**If yes, describe**

- 1. sign to close parking lot by children's park
- 2. Parade route closures

**Other Village Services**

No

**If yes, describe**

DDA owned traffic control bike racks for use during parade

---

**Request Use of Village Equipment ONLY**

**Use of Equipment Start (Day / Time)**

N/A

**Use of Equipment End (Day / Time)**

N/A

**Barricades**

N/A

**Temporary Closure Signage**

N/A

**Trash Cans**

N/A

**Other**

N/A

**Describe in Detail**

N/A

---

**Event Signs**

**Will this event include the use of signs?**

Yes

**Location(s) of Sign**

N/A

**Sign Dimensions**

N/A

**Sign Sketch Plan**

**Location Map**

**Temporary Display Start**

Sep 29, 2025

**Temporary Display End**

Nov 1, 2025

**Quantity of Temporary Signs**

2

---

**Hold Harmless Agreement**

**Hold Harmless Agreement**

# Certifications and Signatures

Signature of Sponsoring Organization's Agent

## Fees

Application Fee	\$25.00
Special Event - Right Of Way	\$75.00
Gazebo Rental Fee	\$70.00
Admin Waive Fee	-\$100.00
Admin Waive Fee	-\$70.00
<b>TOTAL</b>	<b>\$0.00</b>
<b>PAID</b>	<b>\$0.00</b>
<b>BALANCE DUE</b>	<b>\$0.00</b>

## Communication

**Office D** July 25, 11:57 AM

This application event location is meant to be 201 S Broadway Children's Park and Parking lots. The option to select 201 S Broadway was not available. Please advise. Thanks!

**Office D** August 7, 4:54 PM

Attached is the Gazebo/HH form for the Halloween Extravaganza

Halloween Extravaganza gazebo rental and hh.pdf

**Office D** August 14, 2:29 PM

signed Hold Harmless agreement

halloween extrava HH.jpg

## Workflow

### 1. Payment - COMPLETED

Assignee: Lynsey Blough

### 2. Administrative Review - COMPLETED

Assignee: Lynsey Blough

**3. Dept. of Public Works Review - COMPLETED**

Assignee: Wes Sanchez

**4. Public Safety Review - COMPLETED**

Assignee: Mark Amundson

**5. Fire Department Review - COMPLETED**

Assignee: John Pender

**6. Planning & Zoning Review - ACTIVE**

Assignee: Mario Ortega

**7. Village Manager / Council Review - INACTIVE**

Assignee: Darwin McClary

**8. Issue Permit - INACTIVE**

Assignee: Lynsey Blough

# DOWNTOWN LAKE ORION PARKING



Section 7, Item 1.



## Parking Lots

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

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

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



Village of Lake Orion  
21 E. Church Street  
Lake Orion, Michigan 48362  
Tel 248.693.8391  
Fax 248.693.5874  
[www.lakeorion.org](http://www.lakeorion.org)

**HOLD HARMLESS AGREEMENT**

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

Halloween Extravaganza Oct 15 5-9pm  
Activity/Event Dates and Time

Halloween celebration downtown LO. Cider+donuts, decorations,  
General Description of Location entertainment.

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 Dziugalewski  
Applicant/Property Owner/Contractor Signature\*\*

Janet L. Blum  
Witness One Signature \*\*\*

Emily Dziugalewski  
Applicant/Property Owner/Contractor Printed Name

Janet L. Blum  
Witness One Printed Name

8/14/25  
Date

[Signature]  
Witness Two Signature \*\*\*

Matthew Gibb  
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.



*Banner in front of Autozone*

*Banner @ Lumberyard*

9x3 Banners



Guided Cemetery Tours

**October 4-5**



**Happy Halloween**



LAKE ORION  
Halloween Extravaganza

**October 15**



DOWNTOWN LAKE ORION & OXFORD

**Witches Night**

#STRONGERTOGETHER

**October 24**



*Halloween Zebra Gazebo*

Village of **Lake Orion**  
EST. 1859

### Information Concerning Gazebo in Children's Park

<b>Size</b>	<b>Twenty-five (25') feet in diameter</b>		
<b>Capacity</b>	<b>50 people on the Gazebo Up to 200 people on the surrounding ground north of the sidewalk Seating arrangements are not provided by the Village Bleachers and scaffolding are prohibited</b>		
<b>Park Hours</b>	<b>Sunrise to sunset</b>		
<b>Parking</b>	<b>On South Broadway and in the parking lot adjacent to the Park</b>		
<b>Electricity</b>	<b>On site</b>		
<b>Restrooms</b>	<b>Two (2) blocks north in Village Hall</b>		
<b>Playscapes</b>	<b>On site – 1 for 2-5 year olds and 1 for 5-12 year olds Swing set for toddlers and youngsters</b>		
<b>Other</b>	<b>Natural setting next to Paint Creek with peaceful sound of flowing water</b>		
<b>Smoking &amp; Open flames</b>	<b>Not allowed</b>		
<b>Alcohol</b>	<b>Not allowed</b>		
<b>Rental Rate*</b>	<b>Residents</b>	<b>Township Residents</b>	<b>Other</b>
	<b>\$10.00/hour</b>	<b>\$25.00/hour</b>	<b>\$35.00/hour</b>
	<b>or the fees in effect for the date(s) requested</b>		
	<b>* The two (2) hour minimum rental payment plus the Security Deposit must be paid to make a reservation.</b>		
<b>Set Up</b>	<b>Anyone renting the Gazebo will be allowed one (1) hour before the requested time for set up without charge. When setting up and/or decorating, no nails, push pins or anything that could cause damage to the Gazebo may be used at any time. Decorations may not be tied or attached to trees or any other structures in the Park.</b>		
<b>Clean Up</b>	<b>The Gazebo and Park are to left clean and free of any debris, decorations, food particles or other material. All such refuse shall be placed in the containers provided in the Park. Clean up is to be completed within one half (1/2) hour after the end of the event.</b>		
<b>Refundable Security Deposit</b>	<b>\$100.00. Will be used if Village clean up is necessary at the rate of \$ 50.00 per man hour in minimum increments of ½ hour. ADDITIONAL INSURANCE REQUIREMENTS MUST BE MET (SECTION A, PART C, IN Gazebo Rental / License Agreement).</b>		

### Gazebo Rental / License Agreement

Applicant Name Emily Dziegielewska

Organization Name LODDA

Street Address 118 N Broadway

City LO State MI ZIP 48362

Phone Number (day) 248 693 9742 (eve) same\*

Requested Date & Day of Week 10/15 (Wed) Approved Date and Day \_\_\_\_\_

Requested Hours 2-9pm Approved Hours \_\_\_\_\_

Purpose/Event Halloween Extravaganza Annual donations celebration

Number of Attendees 300

The applicant agrees to pay a rental fee of \$ \_\_\_\_\_ and a Security Deposit of \$ \_\_\_\_\_ at the time of reservation to secure & confirm the date and hours requested. Any damage or incomplete clean up will be charged to the Security Deposit and the person/organization renting the Gazebo at the rate of \$ \_\_\_\_\_ per man hour in minimum increments of 1/2 hour. The area will be inspected by the Village of Lake Orion before and at the end of the rental period. Applicant agrees that all attendees will obey all the rules and regulations.

**Section 1 Introduction**

- A The Village of Lake Orion has established the following policies, rules, regulations and procedures to ensure the safe and efficient use and equitable availability of the Gazebo.
- B The primary concern is to see that the Gazebo is maintained for, used by and available for Village residents.
- C Definitions:
  1. Resident – a resident of the Village of Lake Orion or the owner of a tax paying business in the Village or an authorized representative of a non-profit organization located in the Village.
  2. Township resident – a resident of the Charter Township of Orion or the owner of tax paying business in the Township or an authorized representative of a non-profit organization located in the Township.
  3. Other – any other person

- D The scheduling is structured so that the Gazebo is not unfairly impacted by over use and that Children's Park is kept open for use by the public at all times.
- E The Village reserves the right to modify these policies, rules, regulations and procedures as may be required for the protection of the Gazebo and Children's Park and users of those facilities.
- F Although reserved use of the Gazebo is permitted by this Agreement, the Village of Lake Orion shall allow any unreserved portion of Children's Park to be available for open, public recreation activity on a first come/first served basis to the public.
- G The American Disabilities Act prohibits discrimination on the basis of disability, anyone or any group renting the Gazebo agrees to abide by the provision of that Act.

### Section 2 Priority of Users

- First – Village residents – in priority order - residents then businesses and non-profit organizations
- Second –Township residents – in priority order - residents then business and non-profit organizations
- Third – all others

### Section 3 Gazebo Reservations

- A Reservations must be made a minimum of two (2) weeks in advance of the date of the event. Reservations will not be accepted if the application is filed less than the two weeks before hand.
- B Rental requests/reservations will be accepted beginning November first for events in the following calendar year.
- C Each request will be judged on its own merits.
- D Full payment of the rental fee is due at the time the Rental Agreement form is submitted. The form will not be accepted without full payment. There are no exceptions.
- E Cancellation of the Gazebo Use permit by the applicant in writing thirty (30) days or more prior to the event will result in a refund of the fee minus a \$10 processing fee for Village residents and a \$25 fee for all others.
- F If the Gazebo Use permit is cancelled by the applicant in writing less than thirty (30) days but more than fourteen (14) days prior to the event, and if the Gazebo is rented by someone else for the cancelled date and time, the individual or group canceling the reservation shall receive a refund subject to the processing fee stated in provision E above.
- G If the Gazebo Use permit is cancelled fourteen or fewer days before the event, there shall be no refund.
- H If, in the judgment of the Village, an event is cancelled due to weather conditions which make an event/activity impossible or due to an Act of God beyond the control of the applicant, then either
  - a) a credit of the fee will be given and the event rescheduled at a mutually agreeable date or
  - b) the applicant may apply in writing to the Village for a refund.

### Section 4 Fees and Charges

- A The most recent schedule of fees for use of the Gazebo as adopted by the Lake Orion Village Council shall be attached to and considered part of this Agreement by reference.

- B In the event an individual or organization requires or requests special security needs or additional maintenance, the Village may negotiate a fee to cover the added expense to the Village.

#### **Section 5 Sales of Goods and/or Services**

- A The Village of Lake Orion reserves to itself the complete and exclusive right to regulate the sale of all goods and/or services sold or conducted on Village property including by not limited to souvenirs, programs, wearing apparel, records, tapes, CDs and similar type items.
- B All food concessions must be approved in advance by the Lake Orion Village Council and the Oakland County Health Department. However, cooking of any type shall not be permitted in the Gazebo.
- C The sale of any goods and/or services without the express written consent of the Lake Orion Village Council is prohibited.

#### **Section 6 Prohibited Activities**

- A The sale, use and/or possession of any State licensed substance including but not limited to alcoholic beverages, beer, wine, wine coolers, other spirits in any Village park is prohibited.
- B The sale, use and/or possession of any controlled substance including but not limited to any illegal drug as determined by Federal, State or Oakland County law is strictly prohibited.
- C Smoking of tobacco products is prohibited.
- D Glass containers of any type are prohibited.
- E Pets are prohibited in Children's Park and on the Gazebo.
- F Feeding and/or chasing the ducks is prohibited.
- G Activities that violate any Village Ordinance or other law are prohibited.
- H Open flames including the burning of candles is prohibited.
- I Decorations shall not be attached to the Gazebo with nails, screws, push pins or other fastening materials that do or may change the condition or appearance of the Gazebo in any way. Decorations shall not be tied or attached to any trees, vegetation or structures in the Park.

#### **Section 7 Facility Use Regulations**

- A Except for the temporary seating, if any, that is shown on the attached plan, this Agreement only covers the Gazebo and is only for the hours requested and approved. The remainder of Children's Park and the equipment in it are and will remain open for use by the public.
- B In the event a Village function conflicts with an individual's or organization's reservation for use of the Gazebo, the Village's event shall have priority. The individual or organization will be allowed to re-schedule its event or receive a refund of the entire amount paid without penalty.
- C The Village shall have the right and discretion to cancel this Agreement and any permission granted to the applicant to use the Gazebo or to refuse to rent the Gazebo to the applicant in the future if the individual or organization fails to abide by the terms of this Agreement.

- D The applicant shall leave the Gazebo clean and free of any debris, decorations, food particles or other material. All such refuse shall be placed in the containers provided in the Park.
- E Children 12 years old and younger shall be supervised by an adult at all times, and the children are not permitted to chase or feed the ducks at any time.

**Section 8 Indemnification, Damage Responsibility and Liability Insurance**

- A For and in consideration of the grant by the Village of Lake Orion for the use of the Gazebo in Children's Park as requested, the Applicant hereby agrees to fully hold harmless, defend and indemnify the Village of Lake Orion and all of its officers, officials 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 and employees by reason of or arising out of the grant or exercise of the rights granted by the Village of Lake Orion to Applicant.
- B Applicant shall be responsible for any costs and expenses incurred by the Village in repairing or replacing any parts of the Gazebo or other Village property in the Park that is damaged during and as a result of the Event.
- C A Certificate of Insurance naming the Village of Lake Orion as an "additional insured" and "Certificate Holder" and indicating comprehensive general liability coverage of not less than \$1,000,000.00 is required from any organization seeking to rent the Gazebo. Such certificate shall be received by the Village of Lake Orion prior to this Agreement being signed by the Village.
- D An individual seeking to rent the Gazebo shall provide to the Village a copy of his homeowners insurance policy with a minimum of \$100,000.00 liability coverage and with an expiration date subsequent to the date for which use of the Gazebo is being sought.

**Section 9 Amendments**


The Village of Lake Orion reserves the right to amend the terms of this Agreement as conditions warrant it. The applicant will be notified if such amendment in any way impacts on the use of the Gazebo for the date(s) indicated above.

I acknowledge and represent that I have read the terms of this Agreement, that all persons using the Gazebo and Park shall abide by all terms of this Agreement and that if I am signing on behalf of an organization, that I have the legal authority to do so and bind that organization to this Agreement.

**Witnesses:** (Print names below signatures)

\_\_\_\_\_  
\_\_\_\_\_

**Signed**

  
Signature

Emily Dziogolewicz  
Print name

LORDA Admin/Coord  
Organization & Title

**For Village Use Only**  
**Gazebo Rental License Agreement Confirmation**

Applicant Name \_\_\_\_\_

Organization Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone Number (day) \_\_\_\_\_ (eve) \_\_\_\_\_

Requested Date & Day of Week \_\_\_\_\_

Requested Hours \_\_\_\_\_

Purpose/Event \_\_\_\_\_

Date Reservation Fee Paid \_\_\_\_\_ Amount \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

Certificate of Insurance Provided Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

Date Reviewed by Village Manager or Designee \_\_\_\_\_

Date Approved \_\_\_\_\_ or Date Denied \_\_\_\_\_

Signature of Manager or Designee \_\_\_\_\_

Date Copy of This Approval or Denial (circle one) Forwarded to:

Applicant \_\_\_\_\_

Police Chief \_\_\_\_\_

DPW \_\_\_\_\_

Binder \_\_\_\_\_

by \_\_\_\_\_  
(Print name)

21 E. Church St.  
Lake Orion, MI 48362



Village of **Lake Orion**  
EST 1859

248-693-6001  
[www.lakeorion.org](http://www.lakeorion.org)

Section 7, Item 1.

HOLD HARMLESS AGREEMENT

FOR AND IN CONSIDERATION of the grant by the Village of Lake Orion to permit/allow \*\* Mallum Restaurant Oct 15 5-8pm  
parade timeline set up at 5pm. line up at 5:30, land at 6pm.

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 and employees, with respect to all claims, losses, damages, causes of action, judgments, costs and expenses, including reasonable attorneys 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, 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

\*\* Insert information regarding what the activity is, date(s), time, and areas that are affected (public sidewalks, streets, parking spaces, etc.)

Witnesses: (Two (2) witness signatures are required)  
(Print name beneath each signature)

[Signature]  
\*Signature

Emily Dreyer  
Print Name

Organization and Title

\* If the project is related to obstructing the public right of way for work on private property, the signature must be that of the subject property owner or of the contractor performing the work.

Date Approved: \_\_\_\_\_

Copy to: Applicant \_\_\_\_\_

thrdzern

03141



# Charter Township of Orion

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

Section 7, Item 1.

## Fire Department

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

August 18, 2025

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

RE: Halloween Extravaganza\_2025

Lake Orion Village Council,

It is the recommendation of the Orion Township Fire Department that the event, Halloween Extravaganza, be approved with the following condition.

1. There shall be no parking in the Fire Station parking lot or along Anderson Street.
2. Anderson shall remain  $\frac{3}{4}$  open for emergency traffic, as shown in the approved map.

*John Pender*

John Pender, Assistant Fire Chief  
Orion Township Fire Department



**COUNCIL ACTION SUMMARY SHEET**

**MEETING DATE:** August 25, 2025

**TOPIC:** Approval of Special Event – Witches Night

**BACKGROUND BRIEF:**

“Witches Night” is a festive, themed shopping and social event primarily geared toward women, offering a fun evening out in Downtown Lake Orion. Guests are encouraged to dress in witch-themed attire and enjoy shopping, dining, and special promotions from participating local businesses.

This event is organized in collaboration with Downtown Oxford, creating a joint downtown experience between the two communities. The Downtown Express Trolley will serve as the shuttle service, transporting attendees between the two downtown areas throughout the event.

Emily Dziegielewski from the Lake Orion Downtown Development Authority has submitted a Special Event Application for “Witches Night,” scheduled for October 24, 2025, from 5:00 PM to 10:00 PM.

**RECOMMENDED MOTION:**

To adopt Resolution No. 2025-029 approving the “Witches Night” Special Event Permit Application and the License Agreement between the Village of Lake Orion and the Lake Orion Downtown Development Authority, represented by Emily Dziegielewski, for the event to be held on October 24, 2025, from 5:00 PM to 10:00 PM, and to authorize the Village Council President and Village Clerk to execute the agreement on behalf of the Village.



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

**RESOLUTION NO. 2025-029**

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

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

**RESOLVED:** To approve the Special Event Permit Application submitted by Emily Dziegielewski on behalf of the Lake Orion Downtown Development Authority, requesting the use of Downtown Right-of-Ways on Friday, October 24, 2025, from 5:00 PM to 10:00 PM, for the “Witches Night,” as outlined in the application.

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

**FURTHER RESOLVED:** To approve the Sign Permit for the Michigan Downtown Day, as submitted.

**FURTHER RESOLVED:** This approval is conditioned on the following:

**Administrative Requirements:**

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

**Police Department Requirements:**

- 1. Event staff and on-site manager contact information (cell phone numbers) must be provided

---

\* 21 E. Church Street \* Lake Orion, MI 48362 \* 248-693-8391 \* [www.lakeorion.org](http://www.lakeorion.org) \*

to the Police Department at least 24 hours before the event.

**DPW Requirements:**

- 1. Village properties will be properly maintained by DPW prior to the event.

**Fire Department Requirements:**

- 1. Parking is not permitted in the Fire Station parking lot or along Anderson Street.
- 2. All open burning regulations must be followed.

THIS RESOLUTION WAS DULY ADOPTED BY LAKE ORION VILLAGE COUNCIL AT ITS REGULAR MEETING HELD ON MONDAY, AUGUST 25, 2025.



Sonja Stout  
Village of Lake Orion

**CERTIFICATION**

I, Sonja Stout, duly appointed Clerk of the Village of Lake Orion, Oakland County, Michigan, do hereby certify that the foregoing is a true and correct copy of Resolution No. 2025-029 adopted by the Village of Lake Orion Village Council at its regular meeting held on the 25<sup>th</sup> day of August 2025.

Given under my hand and seal of the Village of Lake Orion, Oakland County, Michigan this 25<sup>th</sup> day of August 2025.



Sonja Stout  
Village of Lake Orion Clerk/Treasurer

DATED: August 26, 2025



Special Event  
**SE-2025-006**

Balance  
**\$0.00**

Applicant	Application #	Submitted	Issued	Starts	Expires	Identifier
Office DDA	QN2-Y9Q	Jul 25, 2025	--	Oct 24, 2025	--	--

### Applicant Information

**APPLICANT**  
**Office DDA**

✉ office@downtownlakeorion.org

☎ (248) 693-9742

📄 118 N Broadway St, Lake Orion, MI 48362

📍 Same as mailing address

### Agent

**AGENT**  
**Janet Bloom**

✉ bloom@downtownlakeorion.org

☎ (248) 693-9742

📄 118 N Broadway St, Lake Orion, MI 48362

📍 Same as mailing address

### Internal

#### Conditions

Applicant must comply with all requirements set forth in Resolution No. 2025-029.

#### Village Manager Signature

#### Internal Notes - Employee Communication

Applicant requested to take Page 2 out of the Event Map on 8/18/2025. -LBlough

### General Information

#### Event Location

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

#### Event Locations

**Zoning District**

DC - Downtown Center

**Event Name**

Witches Night

**Event Details**

Ladies shopping day/evening, participants will be shuttled between downtown Lake Orion and Oxford with Downtown Express Trolley. Volunteer managed fire pits.

**Date / Hours of Event**

10/24/25 5pm-10pm

**Date / Hours of Set-up and Tear Down**

No set up/tear down

**Event Map**

**Street Closures and / or Parking Lot closures necessary?**

No

**If yes, how many days?**

N/A

**If yes, describe**

N/A

**Green's Park Reservation?**

No

**Green's Park Reservation Date/Hours**

N/A

**Gazebo Rental?**

No

**Gazebo Rental Date/Hours**

N/A

**Coordinating Event Details**

N/A

**Coordinating with Another Event?**

No

**If yes, Event Name**

N/A

**Event Details**

**Type of Event**

DDA

**Status**

Not-for-Profit

**If Non-Profit, provide proof of non-profit status**

**Is this event expected to occur next year?**

Yes

**If Yes, provide next year's specific dates**

October 23, 2026

**If this event a Fund raiser?**

No

**If YES, indicate beneficiary information**

N/A

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

No

**Describe above selection**

Event is held annually

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

No

**Describe above selection**

Event is held annually between LO and OX.

---

## Event Details (continued)

**Total estimated attendance each day**

300

**What parking arrangements will be necessary to accommodate attendance?**

Regular use of lots and street parking

**Parking Plan**

**How will trash be handled?**

Regular use of bins

**Is amplification of music or speakers planned or anticipated?**

Yes

**If yes, describe**

Music and spooky sounds will be encouraged for merchant and DDA areas for ambiance of the evening.

**Will tents be used?**

Yes

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

Merchants may set up displays/activities in front of their storefronts. DDA plans to set up a raffle location, apple cider and donuts station and photo opportunity booth.

Portable restrooms

No

If yes, number of portable restrooms and location

N/A

Section 7, Item J.

---

## Food / Alcohol / Merchandise

Will alcoholic beverages be served?

No

If yes, describe

N/A

Is liquor license issued by the State of Michigan?

N/A

If yes, whose name is the license issued to

N/A

Copy of License

If yes, describe

N/A

Will food and beverages be sold?

No

Will merchandise be sold?

No

If yes, describe

N/A

---

## Municipal Equipment

Electrical Connections

No

If yes, describe

N/A

Water?

No

If yes, describe

N/A

Barricades and/or Traffic cones

No

Emergency Fire Equipment, such as ambulance?

No

If yes, describe

N/A

Other Village Services

No

If yes, describe

N/A

---

## Request Use of Village Equipment ONLY

**Use of Equipment Start (Day / Time)**

N/A

**Use of Equipment End (Day / Time)**

N/A

**Barricades**

N/A

**Temporary Closure Signage**

N/A

**Trash Cans**

N/A

**Other**

N/A

**Describe in Detail**

N/A

---

**Event Signs**

**Will this event include the use of signs?**

Yes

**Location(s) of Sign**

By Autozone and Lumberyard

**Sign Dimensions**

9x3

**Sign Sketch Plan**

**Location Map**

**Temporary Display Start**

Sep 29, 2025

**Temporary Display End**

Nov 1, 2025

**Quantity of Temporary Signs**

2

---

**Hold Harmless Agreement**

**Hold Harmless Agreement**

---

**Certifications and Signatures**

**Signature of Sponsoring Organization's Agent**

**Fees**

Application Fee	\$25.00
Special Event - Right Of Way	\$75.00

Admin Waive Fee	
<b>TOTAL</b>	<b>\$0.00</b>
<b>PAID</b>	<b>\$0.00</b>
<b>BALANCE DUE</b>	<b>\$0.00</b>

**Communication**

**Office D** August 6, 3:07 PM  
Event location is downtown LO. 118 N Broadway is used as the general address on this application.

**Office D** August 14, 2:33 PM  
Witches Night Hold Harmless Agreement; Also I missed noting on the event application; this event runs from 5-10pm.

Witches Night HH.jpg

**Lynsey B** August 14, 5:07 PM  
The event map needs to be updated since Anita’s Kitchen and 313 Pizza are no longer in business.

**Office D** August 18, 12:43 PM  
Witches Night Map Update. 313 Pizza and Anita's Kichen are no longer part of downtown LO.

Witches Night Map Update 2025.pdf

**Lynsey B** August 18, 12:53 PM  
Thank you, Emily! Can we also get an update on the Page 2 of the Event Map? For the drink/food options, did we confirm to the businesses if they are charging the same costs and offering the same food/drinks?

**Office D** August 18, 1:12 PM  
Can we just delete pg 2 of the map? Everything offered this year and the vendors will be different.

**Lynsey B** August 18, 1:16 PM  
I will make a note that you wish to delete page 2 of the Event Map.

**Office D** August 18, 1:20 PM  
okay thank you :)

**Workflow**

**1. Payment - COMPLETED**  
Assignee: Lynsey Blough

**2. Administrative Review - COMPLETED**  
Assignee: Lynsey Blough

**3. Dept. of Public Works Review - COMPLETED**  
Assignee: Wes Sanchez

**4. Public Safety Review - COMPLETED**  
Assignee: Mark Amundson

**5. Fire Department Review - COMPLETED**

Assignee: John Pender

**6. Planning & Zoning Review - ACTIVE**

Assignee: Mario Ortega

**7. Village Manager / Council Review - INACTIVE**

Assignee: Darwin McClary

**8. Issue Permit - INACTIVE**

Assignee: Lynsey Blough

# 2024 Witches Night Downtown Lake Orion

Section 7, Item J.



## **P** Parking

**CHECK IN!  
START HERE!**

**★ Witches Night  
Stops**

**📷 Ole-Timey Photo  
Booth with Witches**

## Downtown Lake Orion Witches Night Stops

### Food & Drink:

- 2) [Redacted]
- 3) Bitter Tom's
- 4) Cookies & Cream
- 5) Wine Social

### Shopping:

- A) Amazing Petals Florist
- B) Boutique Chic
- C) Ed's Broadway Gifts & Costumes
- D) Epique Realty
- E) Eric Does Massage
- F) Green Hippo Gifts
- G) Roses of Silverbell
- H) Twice Blessed Consignment



### COVEN GATHERING

Come hang out with fellow witches!  
Raffle drawings at this location at 9:45 pm.  
DJ 5pm - 8pm  
Live music 8-10 pm.  
(Located at Cookies & Cream)

**See the back for all  
the magical happenings  
and deals!**





Village of Lake Orion  
21 E. Church Street  
Lake Orion, Michigan 48362  
Tel 248.693.8391  
Fax 248.693.5874  
[www.lakeorion.org](http://www.lakeorion.org)

**HOLD HARMLESS AGREEMENT**

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

Witches Night 10/24/25 evening 5-10pm  
Activity/Event Dates and Time

Ladies shopping Day/evening, participants will be shuttled  
General Description of Location  
between LO + Ox with the damian express trolley.

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

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

Emily Dziegietewski  
Applicant/Property Owner/Contractor Printed Name

8.14.25  
Date

[Signature]  
Witness One Signature \*\*\*

Janet L. Bloom  
Witness One Printed Name

[Signature]  
Witness Two Signature \*\*\*

[Signature]  
Witness Two Printed Name

\* Applicant MUST provide information regarding what the activity is, date(s), times activity will be held and the areas (public sidewalks, streets, parking spaces, etc.) that are affected.  
\*\* If the activity is obstructing public right-of-way for work on private property, the property owner or contractor MUST provide their signature.  
\*\*\* The signatures from two (2) witnesses are required.



michigan municipal league

# Liability & Property Pool

## RENEWAL CERTIFICATE

IN CONSIDERATION FOR PREMIUM PAID, AND SUBJECT TO ALL OF THE TERMS OF THE EXPIRING COVERAGE DOCUMENT AND ANY ENDORSEMENTS ATTACHED HERETO, WE AGREE TO RENEW YOUR COVERAGES AS STATED IN THIS CERTIFICATE. THESE COVERAGES ARE PROVIDED IN ACCORDANCE WITH THE INTERGOVERNMENTAL CONTRACT WHICH FORMS THE LEGAL BASIS FOR THE OPERATION OF THE POOL.

Contract Number: MML001238340

Renewal of Number: MML001238339

Pool Member: Village of Lake Orion

Mailing Address: 21 E. Church St.  
Lake Orion, MI 48362

**Coverage Period**

From: 7/1/2025

To: 7/1/2026

(12:01 A.M. Standard time at your mailing address shown above)

Liability Coverage Parts	Limit of Liability	Deductible
Municipal General Liability Coverage	\$5,000,000	\$0
Public Officials Liability Coverage	\$5,000,000	\$0
Law Enforcement Liability Coverage	\$5,000,000	\$0
Employee Benefit Liability Coverage	\$1,000,000	\$0
Automobile Liability Coverage	\$5,000,000	\$0
Comprehensive and Collision Coverage	Per Schedule	Per Schedule
<b>Combined Liability Policy Limit</b>	<b>\$5,000,000</b>	
Cyber Liability and Data Breach Response Coverage (CYB001238340)	Per Declarations	Per Declarations

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

**COVERAGE UNDER THIS CONTRACT IS:**

- As amended by revised schedule(s) attached.
- As amended by endorsement(s): ADD: MMP101 (01/11) , MML23 (07/11) , MML240 (07/25), MML307 (12/16)

BY:

(Authorized Representative)

DATE:

06/10/2025



*Banner in front of Autozone*

*Banner @ Lumberyard*

9x3 Banners



HERE  
LIES  
ORION

Guided Cemetery Tours

**October 4-5**



**Happy  
Halloween**



LAKE ORION  
Halloween  
Extravaganza

**October 15**



DOWNTOWN LAKE ORION & OXFORD

**Witches  
Night**

#STRONGERTOGETHER

**October 24**



# 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

August 19, 2025

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

RE: Witches Night\_2025

Lake Orion Village Council,

It is the recommendation of the Orion Township Fire Department that the event, Witches Night, 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 regulations shall be followed.

*John Pender*

John Pender, Assistant Fire Chief  
Orion Township Fire Department



**COUNCIL ACTION SUMMARY SHEET**

**MEETING DATE:** August 25, 2025

**TOPIC** 2025 Publicly Funded Health Insurance Contribution Cost Limits

**BACKGROUND BRIEF:**

Administration is requesting that Village Council determine the option it desires to select for compliance with Public Act 152 of 2011, as amended, for publicly funded employee health insurance costs limits for the upcoming medical benefit plan coverage year. The Village’s medical benefit plan coverage year runs from September 1 through August 31. Public Act 152, as amended, requires that local units of government select one of the following options for health insurance cost contributions:

1. **HARD CAP LIMIT** – The State of Michigan establishes hard cap limits each year based on the change in the medical care component of the US Consumer Price Index for the most recent 12-month period. Attached is the determination for the current year. If Council desires to comply with the hard cap limits, no action is required, as this is the default option for local units of government under Act 152.
2. **80/20 LIMIT** – Local units of government, by simple majority vote of the governing body, may opt to limit the local unit’s health care contributions to 80% of the total cost of all medical benefit plans. Under this option, the Village would be 80% of health insurance benefit costs, and employees would be required to pay 20% of such costs.
3. **OPT-OUT** – Local units of government, by 2/3 vote of the governing body, may opt out of the health insurance contribution limits. By opting out of the Act 152 limits, the Village would be free to cover 100% of the costs of health insurance for employees or may require employee contribution toward such costs at any level the Council determines appropriate.

Administration recommends that the Village Council take no action and, therefore, accept the default hard cap limits on employee health care cost contributions as outlined in the attached State of Michigan health care cost limitations determination. The document also provides information on next year’s limits.

**SUMMARY OF PREVIOUS COUNCIL ACTION:**

None

**FINANCIAL IMPACT:**

If the Village Council opts for the hard cap limits, the contributions by the Village toward employee health care costs cannot exceed the dollar limits outlined in the attached document. If the Village Council opts for the 80/20 contribution limits, the Village’s contribution toward employee health care costs could not exceed 80% of the total cost of medical benefit plans for employees, although such limits may exceed the hard cap limits depending upon the costs of the medical benefit plans offered by the Village. If the Village Council opts out of the Act 152 limits, the Village would be responsible for paying up to 100% of the medical benefit plan costs for employees.

**RECOMMENDED MOTION:**

**(If the Village Council desires to accept the default hard cap limits)** – No action is required

**(if the Village Council desires to accept the 80/20 contribution limits)** – To elect to comply with the requirements of Public Act 152 of 2011, as amended, the Publicly Funded Health Insurance Contribution Act, by adopting the 80%/20% option for the medical benefit plan coverage year September 1, 2025, through August 31, 2026.

**(If the Village Council desires to opt out of the Act 51 contribution limits)** – To elect to comply with the requirements of Public Act 152 of 2011, as amended, the Publicly Funded Health Insurance Contribution Act, by adopting the annual Exemption option for the medical benefit plan coverage year September 1, 2025, through August 31, 2026.



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TREASURY

RACHAEL EUBANKS  
STATE TREASURER

**March 28, 2025**

**PUBLIC EMPLOYER CONTRIBUTIONS TO MEDICAL BENEFIT PLANS  
ANNUAL COST LIMITATIONS – CALENDAR YEAR 2026**

For a medical benefit plan coverage year beginning on or after January 1, 2012, MCL 15.563, as last amended by 2018 Public Act 477, sets a limit on the amount that a public employer may contribute to a medical benefit plan.

For medical benefit plan coverage years beginning on or after January 1, 2013, MCL 15.563 provides that the dollar amounts that are multiplied by the number of employees with each coverage type be adjusted annually. Specifically, the dollar amounts shall be adjusted, by October 1 of each year after 2011 and before 2019, by the change in the medical care component of the United States consumer price index for the most recent 12-month period for which data are available. By April 1 of each year after 2018, the dollar amounts shall be adjusted by the change in the medical care component of the U.S. consumer price index for the most recent 12-month period for which data are available. For calendar year 2025, the limit on the amount that a public employer may contribute to a medical benefit plan was set to the sum of the following:

- \$7,718.26 times the number of employees and elected public officials with single-person coverage
- \$16,141.28 times the number of employees and elected public officials with individual-and-spouse coverage or individual-plus-1-nonspouse-dependent coverage
- \$21,049.85 times the number of employees and elected public officials with family coverage.

The limits for 2026 equal the 2025 limits increased by **2.9 percent**. The 2.9 percent is the percentage change in the medical care component from the period March 2023-February 2024 to the period March 2024-February 2025.

Thus, for medical benefit plan coverage years beginning on or after January 1, 2026, the limit on the amount that a public employer may contribute to a medical benefit plan equals the sum of the following:

- \$7,942.09 times the number of employees and elected public officials with single-person coverage
- \$16,609.38 times the number of employees and elected public officials with individual -and-spouse coverage or individual-plus-1-nonspouse-dependent coverage
- \$21,660.30 times the number of employees and elected public officials with family coverage.

*Rachael Eubanks*

Rachael Eubanks  
State Treasurer

March 28, 2025