



AGENDA

REGULAR MEETING OF THE VILLAGE COUNCIL

Monday, June 23, 2025

7:30 PM

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

(248) 693-8391 ext. 102

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

1. Call to Order

2. Pledge of Allegiance

3. Roll Call and Determination of Quorum

4. Presentations

A. Lake Orion DDA National Main Street Accreditation- Main Street Oakland County

5. Call to the Public

6. Approval of Agenda

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

7. Consent Agenda

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

A. Board of Zoning Appeals Regular Member Re-Appointment – Brad Mathisen and Hank Lorant

B. FY 2025-26 Village Manager Salary Adjustment

C. Approval of Special Event: America in Bloom

D. Approval of Village Council Regular Meeting Minutes of May 27, 2025

E. Approval of Village Council Special Meeting Minutes of June 9, 2025.

- F. Approval of Village Council Regular meeting minutes of June 9, 2025.
- G. Receive and File of DDA Regular Meeting Minutes of May 20, 2025
- H. Receive and File Ad Hoc DDA Public Infrastructure Meeting Minutes April 29, 2025
- I. Receive and file Ad Hoc DDA Public Infrastructure Meeting Minutes May 13, 2025
- J. Receive and file Ad Hoc DDA Public Infrastructure Meeting Minutes May 14, 2025
- K. Receive and File of Parks & Recreation Regular Meeting Minutes of May 27, 2025
- L. Receive and File of Invoice Distribution Report for June 24, 2025

8. Items Removed from the Consent Agenda

9. Public Hearings

- A. FY 2025-26 Water and Sewer Rates
- B. Proposed 2025-2031 Capital Improvement Plan
- C. Future of Public Works Department Leaf Collection Services

10. Other Items

- A. Discussion on Monthly versus Quarterly Water and Sewer Utility Billing
- B. 2025 Engineering Design and Construction Standards
- C. SMART Municipal Credit and Community Credit Interlocal Agreement
- D. Approval of Cost Participation Agreement – Oakland County Local Road Improvement Program
- E. Budget Amendments – 2025 Sidewalk Improvement Program (SWIP) District #1 Project

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.



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: June 23, 2025

TOPIC: Board of Zoning Appeals Regular Member Re-Appointment – Brad Mathisen and Hank Lorant

BACKGROUND BRIEF:

The following members of the Board of Zoning Appeals (BZA) have terms expiring on June 30, 2025, and have both expressed interest in continuing to serve:

- Brad Mathisen – Chairperson of the Board of Zoning Appeals
- Hank Lorant – Planning Commission Representative on the BZA

The Board of Zoning Appeals is comprised of five (5) regular members and two (2) alternate members, all appointed by Council.

Council may consider reappointing Mr. Mathisen and Mr. Lorant for continued service following the expiration of their current terms.

RECOMMENDED MOTION:

To re-appoint Brad Mathisen and Hank Lorant to three-year term on the Board of Zoning Appeals (BZA), term to expire on June 30, 2028.



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: June 23, 2025

TOPIC FY 2025-26 Village Manager Salary Adjustment

BACKGROUND BRIEF:

Council is scheduled to consider approving a salary adjustment for the Village Manager for FY 2025-26 pursuant to the recommendation of the Village Manager Compensation Review Ad Hoc Committee. The Committee met on June 9, 2025, and voted to approve a four percent (4%) salary increase for the Village Manager commensurate with the salary and wage adjustments approved for other non-union employees of the Village generally.

SUMMARY OF PREVIOUS COUNCIL ACTION:

05/27/2025 – Council determined on the record that the Village Manager’s job performance was rated “GOOD PERFORMANCE” for FY 2024-25. Council established an ad hoc Village Manager Compensation Review Committee of the Village Council comprising Council Members Comparoni, Dandalides, and Moshier for the purpose of working with the Village Manager to review the compensation and fringe benefits provisions of the Village Manager and to make a recommendation to the Village Council on adjustments to the same for the period of July 1, 2025, to June 30, 2026, with the work of the committee to be completed and recommendation submitted no later than the Village Council’s June 23, 2025, regular meeting.

06/09/2025 – Council appointed Council Member Lamb to serve on the 2025 Village Manager Compensation Review Ad Hoc Committee as replacement for Council Member Moshier who has indicated her unavailability to serve.

FINANCIAL IMPACT:

A four percent (4%) increase in the Village Manager’s salary will increase the salary by \$3,820.00 for FY 2025-26. The change will also increase payroll taxes by \$293.00 and retirement contribution by \$955.00 for a total annual cost increase of \$5,068.00.

RECOMMENDED MOTION:

To approve a four percent (4%) increase in the Village Manager’s annual salary from \$95,500 to \$99,320.00 for FY 2025-26 and authorize the Village President and Village Clerk to execute the addendum to the Village Manager’s employment agreement to effectuate the same.

SECOND ADDENDUM TO EMPLOYMENT AGREEMENT

THIS ADDENDUM TO EMPLOYMENT AGREEMENT made and entered into on this ____ day of _____, 2025, by and between the **VILLAGE OF LAKE ORION**, a Michigan Municipal Corporation ("Village") and **DARWIN D. P. MCCLARY** ("Manager"), shall amend the original Agreement between the parties dated October 20, 2022, only as to the following:

SECTION 7. SALARY

For all services which the Manager renders under the Agreement dated October 20, 2022, the Village agrees to pay Employee an annual salary of Ninety-Nine Thousand Three Hundred Twenty Dollars (\$99,320.00) commencing on July 1, 2025.

All other terms and conditions of the Agreement executed October 22, 2022, and First Addendum dated August 1, 2024, shall remain the same except as amended by this Second Addendum.

IN WITNESS WHEREOF, the Village of Lake Orion has caused this Second Addendum to Agreement to be signed and executed on its behalf by its Village President, and duly attested by its Village Clerk, and the Employee has signed and executed this agreement, both in duplicate, the day and year first above written.

VILLAGE OF LAKE ORION, a Municipal Corporation

_____, 2025

By: _____
Darwin D. P. McClary

_____, 2025

By: _____
Teresa Rutt, Village President

_____, 2025

By: _____
Sonja Stout, Village Clerk



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: June 23, 2025

TOPIC: Approval of Special Event – America in Bloom

BACKGROUND BRIEF:

America in Bloom is a national nonprofit organization that promotes community enhancement through beautification, environmental stewardship, and civic pride. It provides support and recognition for towns and cities of all sizes across the United States, encouraging local volunteers and leaders to improve quality of life through sustainable landscaping, historic preservation, floral displays, and community involvement. Through its annual awards program and educational initiatives, America in Bloom helps communities thrive and grow more vibrant, livable, and welcoming. Lake Orion is hosting this year's symposium.

RECOMMENDED MOTION:

To adopt Resolution No. 2025-022, approving America in Bloom Special Event Application and the License Agreement between the Village of Lake Orion and Julia Dalrymple of Orion Township for the use of the Village right-of-way in the parking lot adjacent to Fire Station #1 and the Orion Art Center of Lake Orion on Friday, September 26, 2025, from 5:00 PM to 8:00 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 2025-022

A RESOLUTION APPROVING THE EVENTS PERMIT APPLICATION FOR AMERICA IN BLOOM AND TO APPROVE THE LICENSE AGREEMENT

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

RESOLVED: To approve the Event Permit Application submitted by Julia Dalrymple on behalf of Orion Township for America in Bloom to be held on Friday, September 26, 2025, from 5:00 PM – 8:00 PM for the use of the Village right-of-way in the parking lot adjacent to Fire Station #1 and the Orion Art Center, as outlined in the application.

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

FURTHER RESOLVED: This approval is conditioned on the following:

Administrative Requirements

1. The cellular telephone numbers of event staff and on-scene managers must be provided to the Police Department within twenty-four (24) hours of the event.


DPW Requirements

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

Fire Department Requirements

1. There shall be no parking in the Fire Station parking lot or along Anderson Street.
2. The North Fire Station Driveway shall not be blocked.

THIS RESOLUTION WAS DULY ADOPTED BY THE LAKE ORION VILLAGE COUNCIL AT ITS REGULAR MEETING HELD ON MONDAY, JUNE 23, 2025.



Sonja Stout
Village of Lake Orion Clerk/Treasurer

CERTIFICATION

I, Sonja Stout, duly appointed Clerk/Treasurer of the Village of Lake Orion, Oakland County, Michigan, do hereby certify that the foregoing is a true and correct copy of Resolution 2025-004 adopted by the Village of Lake Orion Village Council at its regular meeting held on the 24th day of June 2025.

Given under my hand and seal of the Village of Lake Orion, Oakland County, Michigan on this 24th day of June 2025.



Sonja Stout
Village of Lake Orion Clerk/Treasurer

DATED: June 24, 2025



Special Event
SL7-MP2

Balance
\$0.00

Applicant	Application #	Submitted	Issued	Starts	Expires	Identifier
Julia Dalrymple	SL7-MP2	May 13, 2025	--	--	--	--

Applicant Information

APPLICANT

Julia Dalrymple

✉ jdalrymple@oriontownship.org

☎ (248) 391-0304

📍 2323 Joslyn Rd, Lake Orion, MI 48360

📍 Same as mailing address

Agent

AGENT

Julia Dalrymple

✉ jdalrymple@oriontownship.org

☎ (248) 391-0304 ext. 4001

📍 2323 Joslyn Rd, Lake Orion, MI 48360

📍 Same as mailing address

Internal

Conditions

* The event organizer is responsible for ensuring that no alcoholic beverages are served or provided to individuals under the age of 21. Adequate measures must be in place to verify the age of all individuals being served alcohol, in compliance with Michigan Liquor Control Commission regulations.

Village Manager Signature

Internal Notes - Employee Communication

N/A

General Information

Event Location

▶ 93 S ANDERSON ST
LAKE ORION, MI 48362



Zoning District

DC - Downtown Center

Event Name

America In Bloom

Event Details

America in Bloom is a national nonprofit organization that promotes community enhancement through beautification, environmental stewardship, and civic pride. It provides support and recognition for towns and cities of all sizes across the United States, encouraging local volunteers and leaders to improve quality of life through sustainable landscaping, historic preservation, floral displays, and community involvement. Through its annual awards program and educational initiatives, America in Bloom helps communities thrive and grow more vibrant, livable, and welcoming. Lake Orion is hosting this year's symposium.

Date / Hours of Event

September 26, 2025, 5:00 PM - 8:00 PM

Date / Hours of Set-up and Tear Down

September 26, 2025

Event Map

[AIB map.pdf](#)

Street Closures and / or Parking Lot closures necessary?

Yes

If yes, how many days?

N/A

If yes, describe

The parking lot connected to the Fire Station #1 and the Orion Art Center.

Green's Park Reservation?

No

Green's Park Reservation Date/Hours

N/A

Gazebo Rental?

N/A

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

Co-Sponsored

Status

Non-Profit

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

[AIB non profit.png](#)

Is this event expected to occur next year?

No

If Yes, provide next year's specific dates

If this event a Fund raiser?

N/A

No

If YES, indicate beneficiary information

N/A

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

Yes

Describe above selection

It the first time Lake Orion is hosting the Symposium.

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

Yes

Describe above selection

In the last 3 years, the event has been in St. Louis, MO, Greenwood, SC and Columbus, OH.

Event Details (continued)

Total estimated attendance each day

200

What parking arrangements will be necessary to accommodate attendance?

No parking needed. Bus drop off and pick up at the fire station. All plans communicated with the Orion Art Center, Orion Fire Department and DDA.

Parking Plan

How will trash be handled?

In bags and collected for the Fire Station dumpster.

Is amplification of music or speakers planned or anticipated?

If yes, describe

No

N/A

Will tents be used?

Yes

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

One tent - Parking lot in between the Fire station and Orion Art Center.

Portable restrooms

If yes, number of portable restrooms and location

No

N/A

Food / Alcohol / Merchandise

Will alcoholic beverages be served?

Yes

If yes, describe

Beer, wine and seltzers with Can

Is liquor license issued by the State of Michigan?

Yes

If yes, whose name is the license issued to

Orion Township/Wine Social Mobile License

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

Yes

Emergency Fire Equipment, such as ambulance?

No

If yes, describe

Barricade to block cars from pulling through to parking lot where pedestrians will be gathering.

Other Village Services

No

If yes, describe

N/A

Request Use of Village Equipment ONLY

Use of Equipment Start (Day / Time)

Friday, September 26 - 2 pm

Use of Equipment End (Day / Time)

Friday, September 26, 10 pm

Barricades

Yes

Temporary Closure Signage

Yes

Trash Cans

Yes

Other

No

Describe in Detail

N/A

Event Signs

Will this event include the use of signs?

No

Certifications and Signatures

Signature of Sponsoring Organization's Agent

[2025 Symposium Brochure.pdf](#)

Fees

Application Fee	\$25.00
Special Event Fee - ROW	\$75.00
TOTAL	\$100.00
PAID	\$100.00
BALANCE DUE	\$0.00

Transaction Log

05/19/2025	Payment	Other	
Payment made by Matthew Gibb using his personal credit card on 4/30/2025. Receipt # 49461			\$100.00

Communication

Julia D June 9, 10:46 AM

Hi! Just wanted to please check in to see if you knew when this would go to the Village Council meeting love to come and share a short presentation for the council. Thank you!

Section 7, Item C.

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

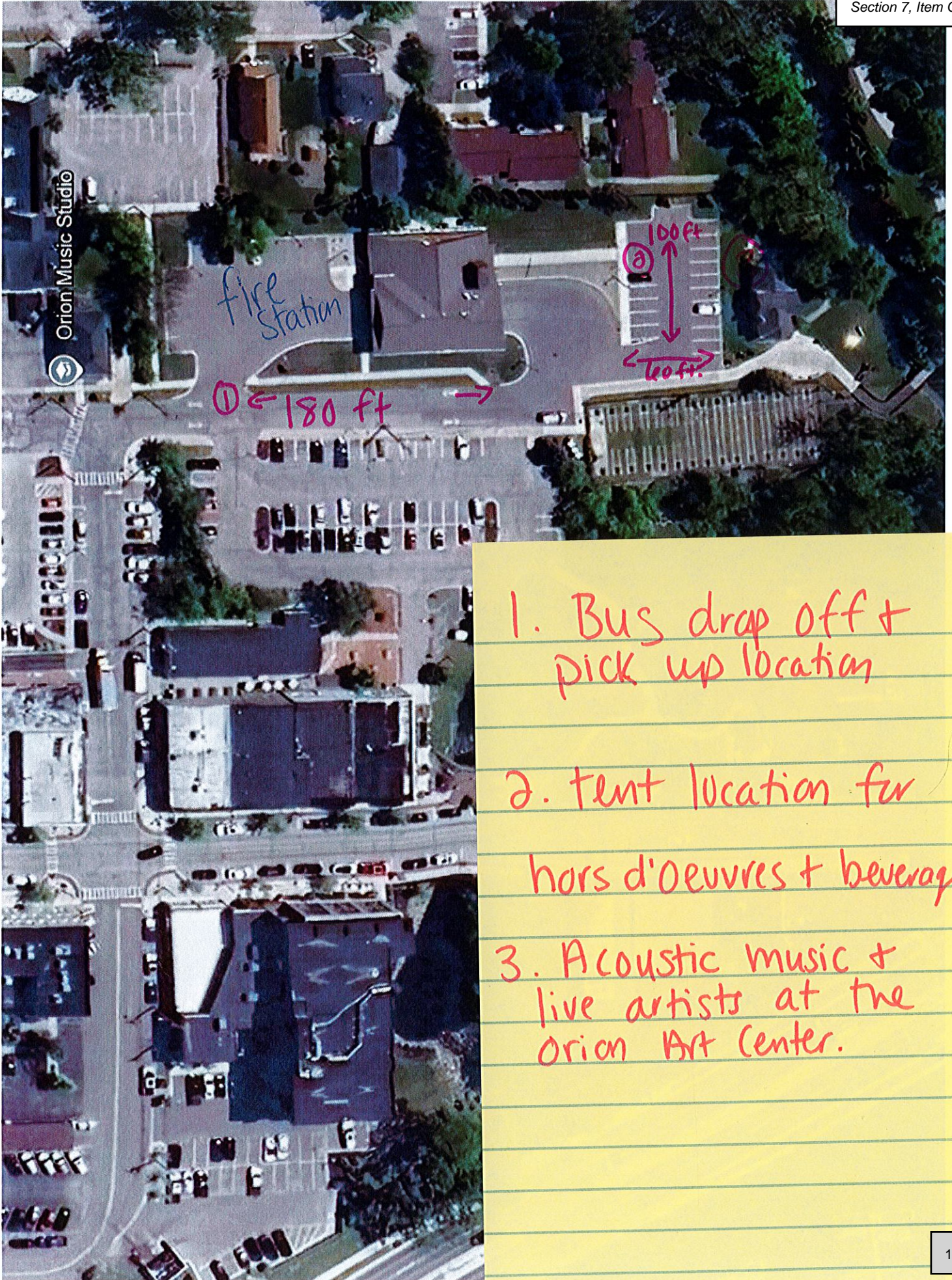
Assignee: Gage Belko

7. Village Manager / Council Review - INACTIVE

Assignee: Darwin McClary

8. Issue Permit - INACTIVE

Assignee: Lynsey Blough



1. Bus drop off + pick up location
2. tent location for hors d'oeuvres + beverages
3. Acoustic music + live artists at the Orion Art Center.



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

HOLD HARMLESS AGREEMENT

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

Americ in Bloom

September 26, 2025 5 pm - 10 pm

Activity/Event

Dates and Time

Lot next to the Orion Art Center and the fire station parking lot

General Description of Location

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

Julia Dalrymple
Applicant/Property Owner/Contractor Signature**

[Signature]
Witness One Signature ***

Julia Dalrymple
Applicant/Property Owner/Contractor Printed Name

LYNSEY BLOUGH
Witness One Printed Name

9/16/25
Date

Cherie Hedrick
Witness Two Signature ***

CHERIE HEORICK
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.


RISK

MICHIGAN MUNICIPAL
RISK MANAGEMENT
A U T H O R I T Y

CERTIFICATE OF COVERAGE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder except to the extent shown below. This certificate does not amend, extend, or alter the coverage contained in the Authority's Joint Powers Agreement and coverage attachments thereto.

This is to certify that a Self-Insured Program has been undertaken by the member listed below through the Authority pursuant to Act 138 P.A. 1982.

The coverage provided by the Authority is as follows:

1. Liability coverage for general liability, automobile (including Michigan No-Fault), law enforcement, and public officials liability; in the sum of \$15,000,000 each occurrence inclusive of loss adjustment and defense costs.
2. Property Coverage including loss to real & personal property, to amounts stipulated in coverage documents and overview for this member.
3. Motor Vehicle Physical Damage Coverage for the vehicles stipulated in the Coverage Document.
4. Information only.
5. The entity named below is included in the scope of protection as respects claims arising from a COVERED CONTRACT as defined in the MMRMA Liability and Motor Vehicle Physical Damage Coverage Document.
VILLAGE OF LAKE ORION SPECIAL EVENT PERMIT APPLICATION NUMBER SL7-MP2 FOR AMERICA IN BLOOM CONFERENCE ON SEPTEMBER 26, 2025.
6. Other (as described here):

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

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

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

Certificate Expiration Date: July 1, 2026
Date Issued: May 14, 2025

Member Number: # M0001244
Effective Date of Membership: 7/1/1997

Distribution:
Chris Barnett, Charter Township of Orion
MMRMA Underwriting



Authorized Representative

SECTION 4 DEFINITIONS

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

1. ACTUAL CASH VALUE

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

2. ALLOCATED LOSS ADJUSTMENT EXPENSES

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

3. BODILY INJURY

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

4. COVERED CONTRACT

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

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

A **covered contract** shall not:

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

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

5. DAMAGES

means any or all of the following:

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



Charter Township of Orion

Section 7, Item C.

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

Fire Department

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

May 28, 2025

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

RE: America in Bloom

Lake Orion Village Council,

It is the recommendation of the Orion Township Fire Department that the event, America In Bloom, be approved with the following conditio2.

1. There shall be no parking in the Fire Station parking lot or along Anderson Street.
2. North Fire Station Driveway shall not be blocked.

John Pender

John Pender, Assistant Fire Chief
Orion Township Fire Department



America[™] IN BLOOM

GROWING VIBRANT COMMUNITIES

Choose Adventure – Plant, Grow, Explore!

Check Out
the
Pre-Symposium
Educational
Tour

**America in Bloom
Symposium & Awards Celebration**

SEPTEMBER 25-27, 2025

Rochester, Michigan

Hosted by Orion Township, Michigan

AmericanBloom.org/Symposium

WELCOME TO THE 2025 AMERICA IN BLOOM SYMPOSIUM & AWARDS CELEBRATION

ROCHESTER & ORION TOWNSHIP, MICHIGAN

Experience the charm, beauty, and innovation of two of Michigan's most vibrant communities – Rochester and Orion Township – as they take center stage at this year's symposium. Nestled in the heart of Oakland County and just a short drive from Detroit, these two dynamic destinations offer the perfect blend of hometown warmth and forward-thinking community spirit, making them ideal sites for this inspiring annual gathering.

With thriving downtowns and abundant natural beauty, Rochester and Orion Township are outstanding examples of what it means to cultivate excellence in community enhancement. Whether it's strolling along the Paint Creek Trail, exploring the historic village of Rochester, or experiencing the energy of Orion Township, this event promises more than just education – it promises inspiration.

The symposium is your opportunity to connect with people who are as passionate about their communities as you. Together, we will share ideas, celebrate achievements, and learn how to create even more vibrant, sustainable, and beautiful communities. From expert-led sessions and panel discussions to learning tours and award ceremonies, this event is packed with experiences designed to inspire your community through educational opportunities and interactive best practices.

Boat watercolor artwork provided by
Eugene Clark, Orion Township resident

Floral assets created by Adobe Generative AI

Design by Meister Custom Marketing Solutions
meister-custom.com

Message from Rochester & Orion Township, Michigan

This Year's Host Community

Join us where nature meets innovation, where history meets progress, and where community pride is always in full bloom. Rochester and Orion Township are ready to welcome you with open arms and blooming streetscapes. We can't wait to show you what's growing here.

Sincerely,

The Orion Township Host Committee

- Chris Barnett, *Orion Township Supervisor*
- Bryan Barnett, *Rochester Hills Mayor*
- Samantha Timko, *Orion Township Chief of Staff*
- Julia Dalrymple, *Orion Township Clerk*
- Jenni Bhatti, *Orion Township Communications & Engagement Specialist*
- Kim Urbanowski, *Orion Township Planning Commission*

National AIB Symposium Committee

- Chair: Pam Newton
- Mason Day
- Charlie Hall
- Leila Hamroun
- Kim Harden
- Deborah Jayne
- Lori Kelly
- Kelly McWhorter
- Delilah Onofrey
- Susie Stratton

America in Bloom envisions communities across the country as welcoming and vibrant places to live, work, and play - benefiting from colorful plants and trees; enjoying clean environments; celebrating heritage; and planting pride through volunteerism. Our mission is to promote nationwide beautification through education and community involvement by encouraging the use of flowers, plants, trees, and other environmental and lifestyle enhancements. AIB is an independent, non-profit 501(c)(3) organization and contributions to AIB are tax deductible.

Hotel & Airport Information

Section 7, Item C.

Make your hotel reservations at the **Royal Park Hotel** by calling **800-339-2761**. To receive the special AIB rate of \$199/night plus tax for single or double occupancy, you must tell them you are with the America in Bloom group. You may also reserve your room online at **AmericaInBloom.org/Symposium**.

Reservations must be made by September 5.

The Royal Park Hotel is a luxurious boutique hotel that offers an exceptional blend of elegance, comfort, and world-class hospitality. Nestled along the picturesque banks of Paint Creek, the hotel is a favorite destination for visitors seeking a refined yet inviting retreat. With its stately architecture, opulent interiors, and beautifully landscaped grounds, the Royal Park Hotel provides an unforgettable experience. Guests can enjoy well-appointed rooms and suites, a renowned on-site restaurant, and proximity to downtown Rochester's vibrant shops, dining, and cultural attractions.

The Royal Park Hotel, located at 600 E University Drive in Rochester, Michigan, is approximately 1 hour from the Detroit International Airport or 45 minutes from the Flint, Michigan airport. Both have rental cars and taxi/Uber service.

THANK YOU

To This Year's Symposium Sponsors



THANK YOU

To Our Media Sponsors



Pre-Event Optional EDU Tour

Enhance Your Experience

An Exclusive Opportunity for AIB Symposium Attendees.

Special Registration Required.

Thursday, September 25

8 AM – 3:15 PM

Pre-Tour: Explore Elegance at Cranbrook Gardens and the Ford House & Gardens
(Special Registration Required)

Step into a world of timeless beauty and rich history with our exclusive tour of two of Michigan's most treasured landmarks – Cranbrook Gardens and the Ford House & Gardens. Immerse yourself in the serene beauty of Cranbrook Gardens, a living museum of horticultural excellence and artistic design. These gardens were envisioned by famed landscape architect George Booth and feature formal plantings, flowing fountains, and enchanting vistas. Your journey continues at the stunning Ford House, the lakeside estate of Edsel and Eleanor Ford. Nestled on the shores of Lake St. Clair, the estate features a beautifully preserved home filled with original furnishings, art, and personal touches, offering a unique glimpse into the lives of one of America's most iconic families. Wander through the expansive gardens, designed by renowned landscape architect Jens Jensen, and experience the harmonious blend of nature and architecture. Whether you're a history buff, nature enthusiast, or design aficionado, this tour promises an unforgettable day of inspiration, insight, and scenic splendor. A waterfront lunch along Lake St Clair, which lies between the U.S. and Canada, is included in the price of the tour. **The cost is \$89. Seating is limited so register early. See the registration form for details.**





Symposium Program

Thursday, September 25

3:30 PM Newcomer Connection: Your Adventure Begins

Welcome to all the first-time attendees. We are glad you are here! This informal session will allow you to meet AIB volunteers and staff, learn how to get the most out of the conference, and help get you ready for the learning, inspiration, and fun ahead.

4 PM Elected Leaders and Municipal Administrators Roundtable

America in Bloom is pleased to present an idea sharing and networking program designed exclusively for elected leaders and municipal administrators. Through peer-to-peer discussion, learn about the solutions communities are using to solve some of today's challenges facing municipalities of all sizes. This roundtable is a must for all elected officials and municipal leaders.

5:30 PM Opening Night Reception

Catch up with old friends and make new ones during this informal cash bar event.

6:30 PM Community Connections Dinner Celebration

Now it's time to celebrate your achievements. This is a time for food, fun, and awards! Each AIB community will be recognized for their efforts. This is where we celebrate YOU and what YOUR community is doing to make America bloom! All Dwight Lund Community Champion nominees will be honored and the winner announced.

Friday, September 26

Submit your educational sessions hours to your professional organizations to earn CEUs.

6:30 AM Sunrise Stretch: Meet Up to Walk or Bike the Paint Creek Trail by the Hotel

Rise and shine, early birds! Start your day with fresh air and great company as we hit the scenic Paint Creek Trail right by the hotel. Whether you're a power-walker, a casual stroller, or an adrenaline-fueled cyclist, this relaxed morning meet-up is the perfect way to wake up your body and clear your mind before the day's sessions.

8 AM Morning Jolt: Cuisine, Caffeine, and Conversation

Cuisine + caffeine + conversation = great start to the day. Grab some breakfast, coffee/tea, and converse with other AIB attendees and the Showcase of Innovation companies. These companies feature innovative products and services relevant to your community.

8:30 AM Welcome & Keynote Presentation: Revitalizing Main Street***John Bry, Main Street Oakland County***

Main Streets are the heart and soul of American communities, but how do we keep them vibrant, welcoming, and thriving in a changing world? How can communities breathe new life into their historic downtowns while fostering economic vitality and beautification? Through real-world case studies and actionable insights, you will learn how to enhance economic development while preserving a community's unique character; implement beautification strategies that drive foot traffic and boost local businesses; engage residents, businesses, and local governments in a shared vision for revitalization; and leverage grants, partnerships, and volunteer efforts for long-term impact. Whether you're a local leader, business owner, or community advocate, this session will provide inspiration and practical tools to revitalize your downtown and create a vibrant, welcoming place for residents and visitors alike.

9:15 AM Planning for the Unexpected: Natural Disaster Management for In Bloom Programs – Things We Wish We'd Known***Representatives from Tavares, Florida and Greenwood, South Carolina***

When disaster strikes, every moment counts, and for communities participating in America in Bloom programs, planning ahead can make all the difference. In this candid and eye-opening session, community leaders share real-life experiences navigating hurricanes, floods, and other unexpected events. Learn from their challenges, missteps, and triumphs as they offer the hard-earned lessons they wish they'd known before disaster hit. You'll walk away with practical tips, planning tools, and a new perspective on resilience, recovery, and how to protect the progress and pride your community has worked so hard to build.

10 AM Showcase of Innovation & Conversation

This networking break allows you to continue sharing ideas and meeting Showcase of Innovation companies.

10:15 AM Succession Planning to Keep Your In Bloom Efforts Going***Representatives from Castle Rock, Washington***

What happens when your passionate leader retires or key volunteers move on? The success of your In Bloom program shouldn't hinge on just a few people. This session explores the critical – and often overlooked – need for thoughtful succession planning. Discover how to build a strong bench of future leaders, transfer knowledge effectively, and create a sustainable structure that keeps your momentum going year after year. With real-world examples and actionable strategies, you'll leave equipped to future-proof your program and ensure your community continues to flourish for generations to come.

11 AM Idea Roulette with the AIB Advisors

Fast paced. High energy. Expert powered. That's what you'll get in this session as we put our Advisors on the spot. This rapid-fire session is your chance to tap into the brilliance of AIB's advisors. Have a burning question? A tricky challenge? Our expert panel of AIB Advisors will hit you with their sharpest insights, boldest ideas, and battle-tested advice. No long lectures. No slides. Just pure brainpower on demand.

12 PM Showcase of Innovation & Conversation

This networking break allows you to continue sharing ideas and meeting Showcase of Innovation companies.

12:30 PM Buses Depart for Orion Township Adventure

You get to immerse yourself in the natural beauty and innovative spirit of Orion Township, Michigan — where learning, community, and outdoor living go hand in hand. Known for its scenic trails, sparkling lakes, and lush green spaces, Orion Township becomes our guided outdoor learning lab as we explore firsthand the programs and spaces that have earned this community national recognition. From vibrant parks to thoughtfully designed public spaces, you'll get an inside look at the award-winning initiatives that are setting the standard for excellence. We'll also make time to stroll through downtown Lake Orion, a charming and walkable hub buzzing with local shops, cafes, and restaurants — perfect for inspiration and relaxation alike. Following the tour there will be a reception to mix and mingle, and then dinner is on your own to explore the local flavors at your leisure.

8:30 PM Buses Depart for Return to Hotel**Saturday, September 27**

Submit your educational sessions hours to your professional organizations to earn CEUs.

6:30 AM Sunrise Stretch: Meet Up to Walk or Bike the Paint Creek Trail by the Hotel

Rise and shine, early birds! Start your day with fresh air and great company as we hit the scenic Paint Creek Trail right by the hotel. Whether you're a power-walker, a casual stroller, or an adrenaline-fueled cyclist, this relaxed morning meet-up is the perfect way to wake up your body and clear your mind before the day's sessions.

8 AM Morning Jolt: Cuisine, Caffeine, and Conversation

Cuisine + caffeine + conversation = great start to the day. Grab some breakfast, coffee/tea, and converse with other AIB attendees and the Showcase of Innovation companies. These companies feature innovative products and services relevant to your community.

8:30 AM State of the Organization

Rod Barnes, AIB President

Learn about the organization's current status and how AIB is striving to make even more of an impact in communities.

9 AM 10-Point Plan to Implement the AIB Advisors Report

Pam Newton, Hawthorn Woods, Illinois

You've received your AIB Advisors Report – now what? Turn feedback into action with this focused session designed to help communities move from recommendations to real results. Designed with both dedicated volunteers and hardworking city staff in mind, this session walks you through a practical 10-point action plan to turn recommendations into real, visible improvements. We'll walk through a practical plan that breaks down the report into manageable steps, helping you prioritize, organize, and mobilize people for maximum impact. Whether you're new to the process or looking to refresh your approach, this session will help you bridge the gap between planning and progress.

9:30 AM Showcase of Innovation & Conversation

This networking break allows you to continue sharing ideas and Showcase of Innovation companies.

Section 7, Item C.

9:45 AM Hot Topics Deep Dive Breakout Sessions

We pick the topics, you pick where to go! Each breakout session will focus on a hot topic impacting communities. Be prepared to take lots of notes!

10:30 AM Meet with the Advisors

This time is set aside so community members can meet with Advisors and delegates from other AIB communities. Get excellent insight into the ordinary and extraordinary things towns and cities are doing across America. AIB Advisors will share what they saw during their visits to communities and how to enhance your town's participation in AIB.

Afternoon Free Time or Offsite Educational Tours (Special registration required for offsite tours)

You have options on how to spend your time this afternoon. Within easy walking distance of the hotel is downtown Rochester where you will find restaurants, retail shopping, and more. The Paint Creek Trail runs from the hotel to downtown. Or if you are looking for some more learning and action, then hop on the bus to head back to Orion Township. We'll stop at Township Hall for lunch. Then you will get on a shuttle to head to one of the two educational tours available. **Seating is limited. The fee is \$25 for lunch and the tour. See the registration page.**

Miracle League Field – Join us for an inspiring visit that showcases Orion Township's commitment to creating spaces where everyone can play, learn, and grow together. Miracle League Field provides children and adults with physical and cognitive challenges the opportunity to experience the joy of baseball. The custom-designed synthetic turf accommodates wheelchairs and walking assistance devices, ensuring a safe and enjoyable environment for all players. Learn how the Miracle League fosters teamwork, builds self-esteem, and creates lasting friendships among players of all abilities. Explore the accessible features of the field, including wheelchair-friendly pathways, specialized dugouts, and accessible restrooms. Discover the impact of volunteer "buddies" who assist players, and how community support drives the success of the league.

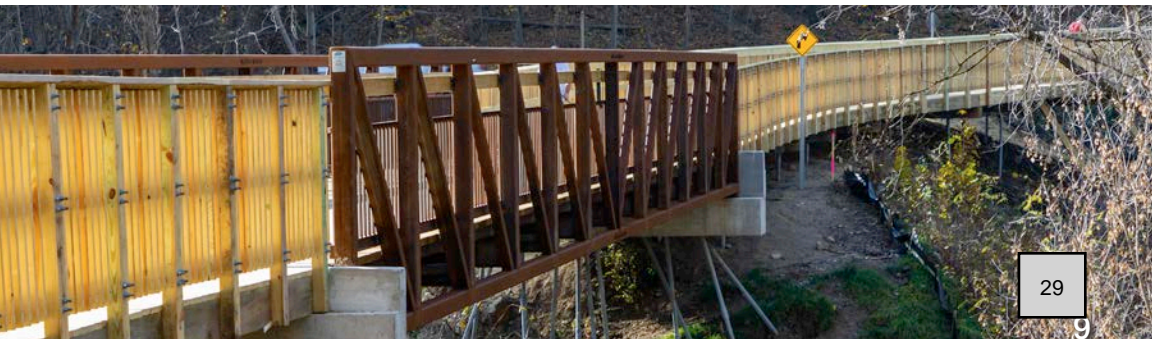
Cannabis Cultivation – Explore Orion Township's pioneering role in sustainable cannabis cultivation. Home to advanced facilities that exemplify innovation and environmental stewardship, Orion Township enforces stringent ordinances to ensure that cultivation facilities operate responsibly, minimizing environmental impact and addressing community concerns. These regulations include requirements for odor control and facility placement, maintaining a balance between industry and residential life. This insightful tour showcases how Orion Township integrates advanced agricultural practices with sustainable and community-focused initiatives.

5:30 PM Closing Night Reception

This final night cash bar reception allows you to mingle with old and new friends, swap contact information, and make plans to stay in touch.

6:30 PM Evening in Bloom Banquet

The anticipation goes into high gear with dinner, fun, and awards. This final-night event shines the spotlight on the transformative efforts by AIB communities.



Schedule At-A-Glance

Thursday, September 25

- 8 AM - 3:15 PM** Pre-Tour: Explore Elegance at Cranbrook Gardens and the Ford House & Gardens **(Special Registration Required)**
- 3:30 - 4 PM** Newcomer Connection: Your Adventure Begins
- 4 - 5:30 PM** Elected Leaders and Municipal Administrators Roundtable
- 5:30 - 6:30 PM** Opening Night Reception
- 6:30 - 9:30 PM** Community Connections Celebration

Friday, September 26

- 6:30 AM** Sunrise Stretch: Meet Up to Walk or Bike the Paint Creek Trail by the Hotel
- 8 - 8:30 AM** Morning Jolt: Cuisine, Caffeine, and Conversation
- 8:30 - 9:15 AM** Welcome & Keynote Presentation: Revitalizing Main Street USA
- 9:15 - 10 AM** Planning for the Unexpected: Natural Disaster Management for In Bloom Programs – Things We Wish We’d Known
- 10 - 10:15 AM** Showcase of Innovation & Conversation
- 10:15 - 11 AM** Succession Planning to Keep Your In Bloom Efforts Going
- 11 AM - 12 PM** Idea Roulette with the AIB Advisors
- 12 - 12:30 PM** Showcase of Innovation & Conversation
- 12:30 PM** Buses Depart for Orion Township Adventure
- 8:30 PM** Buses Depart to Return to Hotel

Saturday, September 27

- 6:30 AM** Sunrise Stretch: Meet Up to Walk or Bike the Paint Creek Trail by the Hotel
- 8 - 8:30 AM** Morning Jolt: Cuisine, Caffeine, and Conversation
- 8:30 - 9 AM** State of the Organization
- 9 - 9:30 AM** 10-Point Plan to Implement the AIB Advisors Report
- 9:30 - 9:45 AM** Showcase of Innovation & Conversation
- 9:45 - 10:30 AM** Hot Topics Deep Dive Breakout Sessions
- 10:30 AM - 12 PM** Meet with the Advisors
- Afternoon** Free Time or Offsite Educational Tours **(Special Registration Required for Offsite Tours)**
- 5:30 - 6:30 PM** Closing Night Reception
- 6:30 - 9:30 PM** Evening in Bloom Banquet

Registration

Deadline
September 5, 2025

Section 7, Item C.

First Name

Last Name

Company Name (if applicable)

Mailing Address

City

State

Zip/Postal Code

Country

Phone Number (including area code)

E-mail Address

Please list any dietary or mobility restrictions:

Please select one of the following packages:

Full registration - \$375
(\$425 after September 5)

Thursday AIB dinner and awards only - \$150
(\$175 after September 5)

Saturday AIB dinner and awards only - \$150
(\$175 after September 5)

Additional packages available:

Thursday, Sept 25: **Pre-Tour:** Explore Elegance at Cranbrook Gardens and the Ford House & Gardens at **\$89**

Saturday, Sept 27: Educational tours at **\$25:** Miracle League Field Cannabis Cultivation

Will you join us for the Friday afternoon and evening activities in Orion Township? Yes No

Method of Payment (Registration will not be processed without payment.)

U.S. check/money order enclosed (Make payable to America in Bloom)

Charge my : VISA MasterCard American Express

Account number: _____

Expiration date: _____

V-Code: _____

Name as appears on card (please print) _____

Authorized signature: _____

(I hereby agree to the terms and conditions of my card issuer agreement)

Billing Address (if different from mailing address)

City

State

Zip/Postal Code

Country



Register online at www.AmericaInBloom.org/Symposium or send a copy of this registration form to:

America in Bloom • PO Box 44005 • Columbus, OH 43204

P: 614-453-0744 • **E:** aib@AmericaInBloom.org

Cancellations made on or before September 5 will be refunded in full, minus a \$25 processing fee.
Cancellations made after September 5 are non-refundable.



America in Bloom
PO Box 44005
Columbus, OH 43204

www.AmericaInBloom.org/Symposium





COUNCIL ACTION SUMMARY SHEET

MEETING DATE: June 23, 2025

TOPIC: Approval of Village Council Regular Meeting Minutes of May 27, 2025

RECOMMENDED MOTION: To approve the May 27, 2025 Village Council Regular Meeting Minutes, as presented.



MINUTES

REGULAR MEETING OF THE VILLAGE COUNCIL

Tuesday, May 27, 2025

7:30 PM

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

(248) 693-8391 ext. 102

1. Call to Order

The May 27, 2025, Village Council Regular Meeting was called to order at 7:30 PM by President Rutt.

2. Pledge of Allegiance

3. Roll Call and Determination of Quorum

PRESENT

President Teresa Rutt

President Pro Tem Stan Ford

Council member Carl Cyrowski

Council member 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

Deputy Clerk/Treasurer Lynsey Blough

DDA Executive Director Matthew Gibb

4. Presentations

None.

5. Call to the Public

Harry Stephens praised the Village Administration and Village Council for moving the water billing system to a standard 8½ x 11 sheet of paper and suggested using the blank backside for the Village newsletter or other important information.

Fire Chief Allen clarified that his department had reviewed the correct plan and apologized for earlier confusion. He thanked the Council, commended his team’s commitment to code enforcement despite outside pressure, and emphasized that safety codes cannot be bypassed with contingency plans. He reassured residents of strong emergency systems in place through the county and state and encouraged improved communication moving forward.

6. Approval of Agenda

MOTION made by Council member Cyrowski, Seconded by Council member Lamb, to approve the May 27, 2025, Village Council Regular Meeting with the removal of Item 10B. Adoption of FY 2025-26 Budget and Millage Rates.

- VOTING YEA:** Rutt, Ford, Cyrowski, 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 Council member Lamb, Seconded by President Rutt, to approve the Consent Agenda with the removal of Item I. Receive and File of Parks & Recreation Advisory Committee Regular Meeting Minutes of April 22, 2025.

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

A. Approval of Special Event – Fireworks on Lake Orion

MOTION made by Council member Lamb, Seconded by President Rutt, to adopt Resolution No. 2025-012, approving the Fireworks on Lake Orion Special Event Application and the License Agreement between the Village of Lake Orion and Robert Krefski of the Lake Orion Fireworks Foundation Inc. for the use of the east side of Lake Orion on Saturday, July 5, 2025, at 10:00PM, and to authorize the Village Council President and Village Clerk to execute the agreement on behalf of the Village.

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

B. Approval of Special Event – Lake Orion Live Gazebo Concert Series

MOTION made by Council member Lamb, Seconded by President Rutt, to adopt Resolution No. 2025-013, approving the Lake Orion Live Gazebo Concert Series Special Event Application and the License Agreement between the Village of Lake Orion and Emily Dziegielewski of the Lake Orion Downtown Development Authority for the use of the Children’s Park and Gazebo on Wednesdays during July and August from 6:30 PM to 8:00 PM, with the exception of July 2, and to authorize the Village Council President and Village Clerk to execute the agreement on behalf of the Village.

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

C. Approval of Special Event – Outdoor Movie Nights

MOTION made by Council member Lamb, Seconded by President Rutt, to adopt Resolution No. 2025-014, approving the Outdoor Movie Nights Special Event Application and the License Agreement between the Village of Lake Orion and Emily Dziegielewski of the Lake Orion Downtown Development Authority for the use of the Children’s Park on:

- July 18, 2025, from 9:00 PM to 11:00 PM
- August 15, 2025, from 8:30PM to 10:30PM
- September 19, 2025, from 7:30 PM to 9:30 PM

and to authorize the Village Council President and Village Clerk to execute the agreement on behalf of the Village.

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

D. Approve the Michigan Uniform Video Service Local Franchise Agreement Renewal

MOTION made by Council member Lamb, Seconded by President Rutt, to approve the Michigan Uniform Video Service Local Franchise agreement and allow the Village President to execute the agreement with a PEG fee to equal 2% and Franchise Entity fee to equal 5%.

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

E. Approval of Village Council Regular Meeting Minutes of May 12, 2025

MOTION made by Council member Lamb, Seconded by President Rutt, to approve the May 12, 2025 Village Council Regular Meeting Minutes, as presented.

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

MOTION: Carried

F. Approval of Village Council Special Meeting Minutes of May 12, 2025

MOTION made by Council member Lamb, Seconded by President Rutt, to approve the May 12, 2025 Village Council Special Meeting Minutes, as presented.

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

VOTING NAY: None

ABSENT: None

MOTION: Carried

G. Receive and File of DDA Special Meeting Minutes of May 7, 2025

MOTION made by Council member Lamb, Seconded by President Rutt, to receive and file the DDA Special Meeting Minutes of May 7, 2025, as presented.

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

VOTING NAY: None

ABSENT: None

MOTION: Carried

H. Receive and File of DDA Regular Meeting Minutes of April 15, 2025

MOTION made by Council member Lamb, Seconded by President Rutt, to receive and file the DDA Regular Meeting Minutes of April 15, 2025, as presented.

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

VOTING NAY: None

ABSENT: None

MOTION: Carried

I. Receive and File of Parks & Recreation Advisory Committee Regular Meeting Minutes of April 22, 2025

Removed for further discussion.

J. Receive and File of Invoice Distribution Report for May 28, 2025

MOTION made by Council member Lamb, Seconded by President Rutt, to receive and file the bills in the amount of \$ 206,293.39 of which \$ 130,380.74 are DDA bills for a net total of \$ 75,912.65 and to receive and file the DDA bills.

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

VOTING NAY: None

ABSENT: None

MOTION: Carried

K. Confirmation of Emergency Engineering Services Purchase and Budget Amendment - Oak Lane, Flint Street, and Green’s Park Seawalls

MOTION made by Council member Lamb, Seconded by President Rutt, to approve a budget amendment to Account 101-880-806-000 to increase the appropriation to the account from \$10,000 to \$20,000 to provide a supplemental appropriation for engineering services related to site inspections for Oak Lane, Flint Street, and Green’s Park seawalls and preparation of an EGLE permit application for the Oak Lane seawall repairs. 123 Section 7, Item K.

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

MOTION made by Council member Lamb, Seconded by President Rutt, to confirm and approve the Village Manager’s emergency purchase of engineering services from Nowak & Fraus Engineers in accordance with their proposal dated May 14, 2025, to perform site inspections for Oak Lane, Flint Street, and Green’s Park seawalls and preparation of an EGLE permit application for the Oak Lane seawall repairs.

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

L. Budget Amendment-Sewer Capital Improvement fund

MOTION made by Council member Lamb, Seconded by President Rutt, to approve the budget amendment BA-2025-490-002 as presented by administration.

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

8. Items Removed from the Consent Agenda

I. Receive and File of Parks & Recreation Advisory Committee Regular Meeting Minutes of April 22, 2025

Council member Dandalides requested timelines for park maintenance and clarification on Parks and Rec funding. DPW Director Sanchez agreed to review and provide dates, noting some challenges to infrastructure limitations. Council member Lamb suggested exploring outside cleaning services for annual park cleanings.

MOTION made by Council member Dandalides, Seconded by President Pro Tem Ford, to receive and file of Parks & Recreation Advisory Committee Regular Meeting Minutes of April 22, 2025, as presented.

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

9. Public Hearings

None.

10. Other Items

A. Village Manager Performance Evaluation Result and Compensation Review

MOTION made by President Rutt, Seconded by Council member Dandalides, to determine on the record, after completion of the Village Manager’s annual performance evaluation on May 12, 2025, that the Village Manager’s job performance was rated “GOOD PERFORMANCE”.

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

VOTING NAY: None

ABSENT: None

MOTION: Carried

MOTION made by Council member Dandalides, Seconded by Council member Comparoni, to establish an ad hoc Village Manager Compensation Review Committee of the Village Council comprising the following three council members **Dandalides, Moshier, and Comparoni Jr** for the purpose of working with the Village Manager to review the compensation and fringe benefits provisions of the Village Manager and to make a recommendation to the Village Council on adjustments to the same for the period of July 1, 2025, to June 30, 2026, with the work of the committee to be completed and recommendation submitted no later than the Village Council’s June 23, 2025, regular meeting.

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

VOTING NAY: None

ABSENT: None

MOTION: Carried

B. Adoption of FY 2025-26 Budget and Millage Rates

Removed from May 27, 2025, Village Council Regular Meeting.

C. Approval of DDA Proposed FY 2025-26 Budget

MOTION made by Council member Lamb, Seconded by Council member Moshier, to not approve the DDA budget at this meeting.

Council member Lamb raised concerns about the DDA exceeding TIF limits and urged returning surplus funds. President Pro Tem Ford opposed the motion due to missing information during earlier meetings. Council member Dandalides requested legal guidance, while Council member Cyrowski suggested relying on the Village Attorney’s opinion. President Rutt supported the budget, noting TIF figures are projections.

Motion was withdrawn.

Council member Dandalides asked about the administrative services agreement. Village Manager McClary said the DDA hasn't submitted a draft and the Village will act if not received by mid-June. Council member Moshier called for legal review and better oversight, thanking Council member Lamb for his work. President Rutt supported the budget, noting DDA follows its TIF plan. Harry Stephens praised modest salary raises and controlled costs.

Council member Cyrowski was mostly comfortable with the budget. President Rutt clarified the motion approves the budget and directs a legal opinion on Council member Lamb's concerns. President Pro Tem Ford suggested splitting the motions to approve the budget and the legal review separately. President Rutt said separate motions could follow if the current one fails.

MOTION made by Council member Lamb, Seconded by Council member Comparoni Jr, to approve the DDA budget as presented and to direct Village Administration to seek legal opinion on how to proceed in the future regarding the DDA budget and TIF projections.

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

D. DDA/Village Services Agreement – Public Works Enhanced Services

MOTION made by President Pro Tem Ford, Seconded by Council member Cyrowski, to approve as presented the Intergovernmental Services Agreement Between the Lake Orion Downtown Development Authority and the Village of Lake Orion for Public Works enhanced services for the period of July 1, 2025, through June 30, 2026, in the amount of \$27,310.31, and authorize the Village Manager to execute the agreement on behalf of the Village.

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

Council member Dandalides praised the Ad Hoc Committee's work on the three service agreements, calling the outcome commendable. Council member Lamb voiced his support for Council member Dandalides' remarks.

E. DDA/Village Services Agreement – Police Department Enhanced Services

MOTION made by Council member Lamb, Seconded by Council member Dandalides, to approve the Enhanced Public Safety Agreement Between the Lake Orion Downtown Development Authority and the Village of Lake Orion for Police Department enhanced police officer and code enforcement services in the total amount of \$103,000 with the correction to the "Duration of Agreement" section to change the ending date to June 30, 2026, and authorize the Village Manager to execute the agreement on behalf of the Village.

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

Council member Lamb praised the committee and Police Chief for a proposal adding a long-approved officer and valued over past reimbursements, urging ongoing police budget support and future funding for a full-time zoning officer.

Harry Stephens asked if the agreement referred to the "DDA District" or "DDA Downtown District." President Rutt cited the agreement: "Downtown Development District." Council member Lamb clarified it covers the entire DDA. Village Manager McClary and Police Chief Amundson said the focus is downtown but coverage is district-wide. Police Chief Amundson offered to revise unclear language. DDA Executive Director Gibb noted changes would need re-approval.

E. FY 2025-26 Non-Union Pay Ranges and Pay Rates

Council member Lamb asked about salary increases. Village Manager McClary said ranges rise 3.1% for inflation, with a 4% raise for all non-union staff to stay competitive and match union contracts. A merit system is planned.

Council members Dandalides and Moshier preferred performance-based raises. Others, including President Pro Tem Ford, President Rutt, Council members Cyrowski and Lamb, supported the 4% increase. Council member Lamb questioned lifeguard starting wages, which Village Manager McClary justified.

Harry Stephens called the 4% raise reasonable but urged earlier review of wider salary differences.

MOTION made by President Pro Tem Ford, Seconded by President Rutt, to adopt the resolution approving the FY 2025-26 pay ranges and pay rates of administrative officers and non-union employees of the Village of Lake Orion excluding the Village Manager's salary adjustment pending the performance evaluation.

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

11. Call to the Public

Bob Krefski thanked the Village Council for approving the Fireworks on Lake Orion special event and asked follow-up questions about the sign permit and the placement of the float on either the west or east side of the lake. He was advised to direct those questions to the Planning and Zoning Coordinator and the Police Chief.

12. Council Comments

Council member Lamb thanked the fire department and clarified no one wants to eliminate the DDA. He urged fairer fund distribution, noting the Village is underfunded while most new tax revenue goes to the DDA. He called for practical discussion and joked about the Council Chambers' ceiling.

Council member Comparoni Jr. thanked the fire chief, praised the Flower Fair, and criticized the new lakeside condos for negatively impacting the lake view, calling the change shocking.

President Pro Tem Ford said the Paint Creek Trail is still run by committee while seeking a manager, with support talks ongoing with Oakland County. He noted bike patrols have started, praised the Flower Fair and Memorial Day parade, thanked the fire chief, and expressed support for open dialogue and the DDA.

Council member Dandalides thanked Fire Chief Allen for open communication, shared info on two upcoming boater safety classes, and noted work sessions on water/sewer rates (May 29) and the capital plan (June 5). He requested more consistent delivery of agenda packets. Village Manager McClary responded that they aim for Thursday evenings but delays can occur.

Council member Moshier thanked residents and public safety officials for their engagement, shared a positive experience with the police on the lake, and mentioned the recent hatching of wood ducks, noting the enjoyment of lake life.

Council member Cyrowski highlighted the Lake Orion Fireworks Foundation, a volunteer nonprofit that raises funds for the popular fireworks show. He stressed that the event is funded entirely by donations, not taxes, and urged the community to support it, noting the group is currently behind on fundraising and may cancel the show if donations don't improve.

President Rutt thanked everyone involved in the Flower Fair and Memorial Day Parade, praised Fire Chief Allen for his dedication, and noted the ceiling and steeple repairs are budgeted this year with updates expected. He addressed ongoing frustrations about disagreements over the DDA's funding, emphasizing the need for unity despite differing opinions.

13. Village Manager Comments

Village Manager McClary reported that bids for the Village Hall steeple and ceiling repairs came in over budget and will be reviewed before recommendations are made. He apologized to the fire department for mistakenly saying he hadn't received their emergency contingency plan, acknowledging he had and praising their professionalism. He encouraged residents to attend a joint Planning Commission meeting on June 18 about the Eastport Village development. Village Manager McClary also congratulated two police reserves on graduating from the Oakland Police Academy and noted upcoming important dates.

14. Closed Session Items

15. Business From Closed Session

16. Adjournment

MOTION made by Council member Comparoni Jr, Seconded by Council member Cyrowski, to adjourn the May 27, 2025 Village Council Regular Meeting.

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

VOTING NAY: None

ABSENT: None
MOTION: Carried

The May 27, 2025, Village Council Regular Meeting adjourned at 8:52 PM.

Teresa Rutt
President

Lynsey Blough
Deputy Clerk/Treasurer

Sonja Stout
Clerk/Treasurer

Date Approved: as presented on June 9, 2025



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: June 23, 2025

TOPIC Approval of Village Council Special meeting minutes of June 9, 2025.

RECOMMENDED MOTION: To approve the June 9, 2025 Village Council Special meeting minutes as presented.



MINUTES

COUNCIL WORK SESSION - CAPITAL IMPROVEMENT PLAN

Monday, June 09, 2025

6:30 PM

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

(248) 693-8391 ext. 102

PURPOSE OF SPECIAL MEETING: The purpose of this special meeting is to make an appointment to the Village Manager Compensation Review Ad Hoc Committee and to review, discuss, and make any necessary modifications to the proposed 2025-31 Capital Improvement Plan.

1. Call to Order

The June 9, 2025 Village Council Regular meeting was called to order at 6:30 PM by President Rutt.

2. Roll Call and Determination of Quorum

PRESENT

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

ABSENT

Council member Nancy Moshier

STAFF PRESENT

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

MOTION made by President Rutt, Seconded by Council member Dandalides to excuse Council member Moshier from the June 9, 2025 Village Council Special Meeting.

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

VOTING NAY: None

ABSENT: Moshier

MOTION: Carried

3. Call to the Public

None.

4. Other Items

A. Appointment to Village Manager Compensation Review Ad Hoc Committee

Council member Lamb volunteered himself for the 2025 Village Manager Compensation Review Ad Hoc Committee.

MOTION made by President Rutt, Seconded by Council member Dandalides to appoint Council Member Lamb to serve on the 2025 Village Manager Compensation Review Ad Hoc Committee as replacement for Council Member Moshier who has indicated her unavailability to serve.

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

VOTING NAY: None

ABSENT: Moshier

MOTION: Carried

B. Discussion on 2025-31 Capital Improvement Plan

Council agreed the most efficient approach was to review only the highlighted changes from the previous Capital Improvement Plan, followed by a Q&A session.

Police Department

- Rifles added in FY 26-27 for \$5,000 (one-time purchase). Council Member Dandalides asked about the \$25,000 Public Safety Technology item. Chief Admundson explained it, along with the \$20,000 infrastructure and Bicycle Program, was deferred by one fiscal year. He plans to pursue grant funding for these items.

Public Works

- DPW Pickup added in FY 27-28 and FY 28-29 (\$45,000 each) to replace the 2016 Silverado. Council Member Dandalides noted computer costs had shifted. Village Manager McClary explained future budget amendments will address this, with most funding coming from the General Fund.

DDA Public Infrastructure

Manager McClary noted these items were added for reference as they involve DDA collaboration.

- Paint Creek Bank Stabilization in FY 26-27 for \$400,000 (one-time).
- Sidewalk Connections added annually starting FY 27-28 at \$150,000. Council Member Lamb asked about cost estimates. Village Manager McClary said the amounts were chosen based on feasibility. Council Member Dandalides asked about the \$400,000 stabilization cost; it will address critical project needs.

Major Streets

- Crack Sealing: \$21,000 in FY 25-26; \$3,000 annually thereafter.
DPW Director Sanchez noted the Village could save money by purchasing a crack sealing machine (\$18,000) and doing the work in-house. Council discussed training, equipment rental to other municipalities, road assessments, and maintenance.

Sanitary Sewer System

Village Manager McClary said he will consult with the engineers to clarify which projects are completed or pending which may result in some items coming off the Capital Improvement Plan in the future.

Council raised questions about lead line replacements, fire hydrants, road assessments, parks and recreation, bond and interest payments, and funding sources.

John from Shelby Township presented a business plan for a 16-unit housing project on Elizabeth Street, highlighting its alignment with the Village’s Capital Plan and community benefits.

Council discussed the next steps for the Capital Improvement Plan and Village Manager McClary stated that a public hearing is scheduled for June 23, 2025 and Council will consider approving the Capital Improvement Plan at that meeting.

5. Call to the Public

None.

6. Adjournment

MOTION made by Council member Lamb, Seconded by President Rutt to adjourn the June 9, 2025, Village Council Special Meeting.

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

VOTING NAY: None

ABSENT: Moshier

MOTION: Carried

The June 9, 2025, Village Council Special Meeting adjourned at 7:03 PM.

Teresa Rutt
President

Sonja Stout
Village Clerk/Treasurer

Date Approved: as presented on June 23, 2025.



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: June 23, 2025

TOPIC Approval of Village Council Regular meeting minutes of June 9, 2025.

RECOMMENDED MOTION: To approve the June 9, 2025 Village Council Regular meeting minutes as presented.



MINUTES

REGULAR MEETING OF THE VILLAGE COUNCIL

Monday, June 09, 2025

7:30 PM

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

(248) 693-8391 ext. 102

1. Call to Order

The June 9, 2025 Village Council Regular meeting was called to order at 7:30 PM by President Rutt.

2. Pledge of Allegiance

3. Roll Call and Determination of Quorum

PRESENT

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

ABSENT

- Council member Nancy Moshier

STAFF PRESENT

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

MOTION made by Council member Dandalides, Seconded by Council member Comparoni to excuse Council member Moshier from the June 9, 2025 Village Council Regular Meeting for personal matters.

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

VOTING NAY: None

ABSENT: Moshier

MOTION: Carried

4. Presentations

A. Introduction and Swearing in of New Lake Orion Police Officers

Chief Amundson gave a brief presentation introducing new part-time officers Matt Mihacsi and Ryan Hammond. Clerk/Treasurer Stout administered the oath of office to both officers before Council.

5. Call to the Public

Dan Hartwell, representing the Lions Club Jubilee, requested that Council consider the Jubilee Insurance matter during tonight’s agenda. This request was based on an email sent to Council earlier that same day.

Harry Stephens reviewed the current size of the agenda packet and provided recommendations for streamlining it in future meetings.

Rosemary Ford expressed appreciation to the Lake Orion Lake Association (LOLA) for organizing a successful fishing event and also thanked the Downtown Development Authority (DDA) for their contributions to the recent Trails Day event.

6. Approval of Agenda

MOTION made by Council member Lamb, Seconded by Council member Cyrowski to approve the amended agenda with item 10.A 2025 Engineering Design and Construction Standards to be postponed to the June 23, 2025 and adding Jubilee insurance consideration in lieu of the current agenda item.

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

VOTING NAY: None

ABSENT: Moshier

MOTION: Carried

7. Consent Agenda

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

MOTION made by President Rutt, Seconded by Council member Dandalides to approve the Consent Agenda with the removal of item E. Redevelopment Liquor License Application- Sagebrush Cigar Bar, and item F. Approval of Joint off-Premises Tasting Room License for further discussion.

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

VOTING NAY: None

ABSENT: Moshier

MOTION: Carried

A. Approval of Village Council Special meeting minutes of May 29, 2025.

MOTION made by President Rutt, Seconded by Council member Dandalides to approve the May 29, 2025 Village Council Special meeting minutes as presented.

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

VOTING NAY: None

ABSENT: Moshier
MOTION: Carried

B. Receive and File of BZA Regular Meeting Minutes of March 6, 2025

MOTION made by President Rutt, Seconded by Council member Dandalides to receive and file the BZA Regular Meeting Minutes of March 6, 2025, as presented

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

C. Michigan Municipal League (MML) Insurance renewal 2025-2026

MOTION made by President Rutt, Seconded by Council member Dandalides to approve the liability and property insurance renewal proposal of the Michigan Municipal League (MML) in the amount of \$73,713 and authorize the Village Manager to sign the contract subject to review by the Village Attorney.

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

D. MML Worker’s Compensation Renewal

MOTION made by President Rutt, Seconded by Council member Dandalides to approve the Workers’ Compensation renewal and to distribute monies to the Workers’ Compensation for renewal period for July 1, 2025, through June 30, 2026.

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

E. Redevelopment Liquor License Application – Sagebrush Cigar Bar

Removed for further discussion.

F. Approval of Joint Off-Premises Tasting Room License

Removed for further discussion.

G. Receive and File of Invoice Distribution Report for June 10, 2025

MOTION made by President Rutt, Seconded by Council member Dandalides to receive and file the bills in the amount of \$ 77,790.18 of which \$ 16,718.90 are DDA bills for a net total of \$ 61,071.28 and to receive and file the DDA bills.

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

H. Receive and File Financial Statements- May 2025

MOTION made by President Rutt, Seconded by Council member Dandalides to receive and file the financial reports for May 2025.

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

I. Receive and File Investment Report- April 2025

MOTION made by President Rutt, Seconded by Council member Dandalides to receive and file the Investment report for April 2025.

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

J. Budget Amendments-Variou

MOTION made by President Rutt, Seconded by Council member Dandalides to approve budget amendments BA-2025-101-253-002, BA-2025-101-260- 04, BA-2025-101-964-002, BA-2025-207-13, BA-2025-101-964-001, and BA-2025-490-001 as presented by administration.

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

K. Receive and File of May 2025 Police Department Activity Report

MOTION made by President Rutt, Seconded by Council member Dandalides to receive and file the May 2025 Police Department Activity Report.

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

8. Items Removed from the Consent Agenda

E. Redevelopment Liquor License Application – Sagebrush Cigar Bar

Chris Tower, the attorney representing Dan Zaraga for the Sagebrush Cigar Bar, answered questions relating to the Liquor license application from council.

MOTION made by Council member Lamb, Seconded by President Rutt that the application from Sagebrush Cigar Bar for the following license: Class C license under MCL 436.1521A1b to be located at 34 S. Broadway Street, Lake Orion, Michigan; it is the consensus of this body that it recommends this application be considered for approval by the Michigan Liquor Control Commission.

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

MOTION: Carried

F. Approval of Joint Off-Premises Tasting Room License

Paul Hamelin provided a background on the current business requesting the Liquor license and answered council questions pertaining to the license.

MOTION made by President Rutt, Seconded by Council member Comparoni, Jr to adopt Resolution No. 2025-019 recommending approval of the Joint Off-Premises Tasting Room License at 146 S Broadway, Suite 150 for the 15 listed Michigan wineries, and authorize the Village Clerk to complete and sign the Local Government Approval section (Form LCC-106c) of the Michigan Liquor Control Commission application.

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

9. Public Hearings

None.

10. Other Items

A. Jubilee Insurance Consideration

Council Member Lamb stated that he had previously consulted both the Lions Club’s insurance provider and the Village’s insurance company, and noted that there is overlapping coverage between the two policies. Council Member Comparoni Jr. encouraged the Lions Club to submit their application earlier in the future. President Rutt thanked the Lions Club for all their efforts in organizing the event.

Dan Hartwell, representing the Lions Club Jubilee, expressed his appreciation to the Council for their support in approving the event.

MOTION made by Council Member Lamb, seconded by President Rutt, to rescind the previous motion adopted by the Council at the May 12, 2025 meeting and to reduce the current insurance liability amount to \$1 million per occurrence with \$10 million dollars aggregate, while maintaining all other conditions of the previous approval.

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

B. Adoption of FY 2025-26 Budget and Millage Rates

Council Member Lamb discussed taxable values and the amount of tax revenue collected by the Downtown Development Authority (DDA). President Rutt clarified that the millage rate has

remained unchanged, and that any increase residents are seeing in their property taxes is due to the rise in their home's taxable value, not an increase in the millage rate.

Harry Stephens recommended that the Village consider adopting a zero-based budgeting process in the future. He also raised concerns regarding employee raises and Parks and Recreation expenditures.

Village Manager McClary and President Rutt responded to these concerns, clarifying the budgeting process and the rationale behind raises. They also emphasized that the Parks and Recreation Department is a public service, not a revenue-generating entity.

MOTION made by Council member Lamb, Seconded by President Pro Tem Ford to adopt the FY 2025-26 General Appropriations Act resolution which approves the FY 2025-26 Budget for the Village of Lake Orion and adopts the FY 2025-26 general operating, police operating, and Headlee override millage rates.

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

C. FY 2025-26 Council Goals and Objectives

President Rutt and Council Member Lamb noted that the Goals and Objectives have been significantly reduced compared to previous years, and expressed appreciation to the Council for their efforts in reaching this point. Council Member Lamb also identified an error on page 321.

Harry Stephens commented on the lack of references to lake activity within the Council's Goals and Objectives. President Rutt responded that a committee is currently addressing those concerns.

Steve Samet provided comments on Item 10.B, *Adoption of the FY 2025–26 Budget and Millage Rates*, specifically regarding tax revenue.

MOTION made by President Rutt, Seconded by Council member Cyrowski to adopt the FY 2025-26 Village Council goals and objectives as presented.

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

D. Sick Leave Policy

A discussion took place between Council Member Lamb and Council Member Dandalides, Village Manager McClary, and President Rutt regarding the current sick leave policy and its relation to the new state-mandated requirements. It was concluded that while most employee contracts already include provisions for sick leave, the state policy serves as a default for employees not covered by a contract, such as seasonal, temporary, and part-time staff.

MOTION made by Council member Lamb, Seconded by President Rutt to adopt the Village of Lake Orion sick leave policy as presented to comply with Michigan's Earned Sick Time Act (ESTA), Public Act 338 of 2018, as amended by Act 2 of 2025, effective February 21, 2025.

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

VOTING NAY: None

ABSENT: Moshier

MOTION: Carried

E. Fee for Handling and Auditing of DDA Funds

MOTION made by Council member Lamb, Seconded by Council member Cyrowski to adopt the resolution 2025-020 assessing a reasonable pro rata share of the funds of the Lake Orion Downtown Development Authority for the cost of handling and auditing the funds of the DDA against the funds of the Authority pursuant to MCL 125.4228(2).

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

VOTING NAY: None

ABSENT: Moshier

MOTION: Carried

F. Discussion on Monthly versus Quarterly Water Billing

Discussion took place about transitioning from quarterly to monthly billing. Topics included concerns about budgeting impacts for residents, the potential for hidden costs in monthly bills, the benefits of monthly billing, and the associated costs of shifting from quarterly to monthly billing. Council agreed to wait until after the Public Hearing on June 23, 2025, to gather public input on the matter. Residents were encouraged to contact Council members via email to share their feedback. No action was taken at this time, but Council requested that the item be added to the next meeting agenda.

Harry Stephens commented on water and sewer increases along with the newsletter being an avenue to get more information to residents.

11. Call to the Public

None.

12. Council Comments

Council Member Dandalides acknowledged the recent graduation of police officers and congratulated Matt and Ryan on successfully completing the academy.

Pro Tem Ford echoed the congratulations and also extended thanks to the Lions Club Jubilee for their contributions.

Council Member Cyrowski announced that the Orion Area Chamber of Commerce is celebrating its 75th anniversary and promoted the upcoming event scheduled for June 17, 2025, from 3:00 p.m. to 6:00 p.m.

Council Member Comparoni Jr. expressed gratitude to Village staff and the *Lake Orion Review*, and encouraged public engagement by suggesting that “keyboard warriors” attend the special joint meeting between the Township and the Village Planning Commission on June 18, 2025.

Council Member Lamb thanked the Lions Club for their responsibility in organizing events and spoke about Police Department funding and the broader issue of long-term funding for the Village.

President Rutt encouraged the public to attend the upcoming Public Hearing on June 23, 2025, regarding leaf pickup, and urged residents to email their concerns about water and sewer services to Council members.

13. Village Manager Comments

Village Manager McClary provided a brief update on the attorney’s opinion regarding the DDA tax increment revenues, the Sidewalk Improvement Program District #1, and shared upcoming relevant dates.

14. Closed Session Items

15. Business From Closed Session

16. Adjournment

MOTION made by Council member Cyrowski, Seconded by Council member Comparoni Jr., to adjourn the June 9, 2025, Village Council Regular Meeting.

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

VOTING NAY: None

ABSENT: Moshier

MOTION: Carried

The June 9, 2025, Village Council Regular Meeting adjourned at 9:00 PM.

Teresa Rutt
President

Sonja Stout
Village Clerk/Treasurer

Date Approved: as presented on June 23, 2025.



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: June 23, 2025

TOPIC: Receive and File of DDA Regular Meeting Minutes of May 20, 2025

RECOMMENDED MOTION: To receive and file the DDA Regular Meeting Minutes of May 20, 2025, as presented.



MINUTES

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, May 20, 2025

6:30 PM

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

(248) 693-8391 ext. 102

1. Call to Order

The May 20, 2025 Downtown Development Authority Regular Meeting was called to order at 6:32 PM by Vice Chairperson Caruso.

2. Roll Call and Determination of Quorum

PRESENT

- Vice Chairperson Sam Caruso
- Secretary Hank Lorant
- Board Member Sally Medina
- Board Member Alaina Campbell
- Board Member Chris Barnett – arrived at 6:35 PM
- President Teresa Rutt

ABSENT

- Chairperson Debbie Burgess
- Treasurer Matt Shell
- Board Member Lloyd Coe

STAFF PRESENT

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

3. Approval of Minutes

A. Approval of DDA Regular Meeting Minutes of April 15, 2025

MOTION made by Board Member Campbell, Seconded by Secretary Lorant, to approve the Downtown Development Authority Board Regular Meeting Minutes of April 15, 2025, as presented.

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

B. Approval of DDA Special Meeting Minutes of May 7, 2025

MOTION made by Board Member Campbell, Seconded by Secretary Lorant, to approve the Downtown Development Authority Board Regular Meeting Minutes of April 15, 2025, as presented.

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

4. Approval of Agenda

MOTION made by Vice Chairperson Caruso, Seconded by Secretary Lorant, to approve the Downtown Development Authority Board Agenda of May 20, 2025, with the addition of 8H. Topographical Survey.

- VOTING YEA:** Caruso, Lorant, Medina, Campbell, Rutt
- VOTING NAY:** None
- ABSENT:** Burgess, Shell, Coe, Barnett
- 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 President Rutt, Seconded by Secretary Lorant, to approve the May 20, 2025 Consent Agenda by one vote, as presented.

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

A. Financial Reports

MOTION made by President Rutt, Seconded by Secretary Lorant, to receive and file the financial reports for April 2025.

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

7. Financial Matters

A. Bill Approval

MOTION made by President Rutt, Seconded by Secretary Lorant, to approve disbursements in the amount of \$182,345.75 for April 2025.

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

8. New and Old Business

A. Presentation - DPW General Services

DPW Director Sanchez gave a brief presentation on the services the Department of Public Works has historically provided to the DDA District and presented a 2025 Cost of Services Breakdown reflecting current year wage rates and equipment costs.

MOTION made by President Rutt, Seconded by Secretary Lorant, to receive and file the list of Services at No Cost to the DDA presented on May 20, 2025.

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

Board Member Barnett requested clarification on the services DPW provides to the DDA and indicated he is satisfied as long as those services are completed. DPW Director Sanchez added that the DDA is not obligated to use DPW and may contract services externally if it becomes more cost-effective.

B. Updated Budget Recommendation – Village Contracts

President Rutt sought clarity on the final DPW contract version and snow plowing responsibilities. Executive Director Gibb confirmed the current draft reflects the Ad Hoc Committee decisions and said the DDA will reassess snow removal needs and property responsibilities.

MOTION made by Board Member Campbell, Seconded by Secretary Lorant, to approve the updated and recommended budget for fiscal year 2025-2026, subject to the execution of all necessary contractual agreements between the DDA and the Village, referring the

recommendation to the Village Manager for presentment to Village Council for their consideration in accord with the DDA Budget Policy.

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

C. Lumber Yard - Change Order for Fence Repair

MOTION made by Board Member Barnett, Seconded by Board Member Campbell, to approve a contract for the removal and replacement of damaged fencing by Change Order with Mickey’s Construction at a cost not to exceed \$12,000 with funds from GL 248-726-980-001 PUBLIC SPACE GRANT - GENERAL

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

D. Lumber Yard - Contract for Additional Tree and Brush Removal

MOTION made by Board Member Campbell, Seconded by President Rutt, to approve a contract for the removal and grinding of trees and brush at the Lumber Yard with Timber Beast Tree Service at a cost not to exceed \$4,250.00 with funds from GL 301-901-950-000 DEMOLITION AND LAND IMPROVEMENT

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

E. Redevelopment Liquor License - 34 S Broadway

MOTION made by Board Member Barnett, Seconded by Secretary Lorant, to forward recommendation to the Village Council to approve a redevelopment liquor license for Sage Brush Cigar Bar of Lake Orion, LLC.

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

F. Michigan Downtown Association 2025 Spring Conference

Board Member Barnett supported attending events for networking and staying informed, and suggested the board revisit the policy to make staff participation easier.

MOTION made by Board Member Barnett, Seconded by President Rutt, to approve for Janet Bloom attending the Michigan Downtown Association Conference in Traverse City for the registration cost, mileage, and approved reimbursable expenses.

VOTING YEA: Caruso, Lorant, Medina, Campbell, Barnett, Rutt

VOTING NAY: None

ABSENT: Burgess, Shell, Coe

MOTION: Carried

G. Issue Media Group (Metromode/SecondWave) Media Package

President Rutt, Board Member Campbell, Vice Chairperson Caruso, Executive Director Gibb, and Assistant Director Bloom discussed and clarified the annual cost of the program.

MOTION made by Vice Chairperson Caruso, Seconded by President Rutt, to grab the final package with the proposed contract be brought back at the next meeting.

VOTING YEA: Caruso, Lorant, Medina, Campbell, Barnett, Rutt

VOTING NAY: None

ABSENT: Burgess, Shell, Coe

MOTION: Carried

H. Topographical Survey

MOTION made by President Rutt, Seconded by Secretary Lorant, to accept and approve the proposal from PEA Group dated May 15, 2025 for Topographical Survey work for the Lumber Yard at Paint Creek at a cost not to exceed \$14,500, with proceed from GL 301-901-950-000 Demolition and Land Improvement.

VOTING YEA: Caruso, Lorant, Medina, Campbell, Barnett, Rutt

VOTING NAY: None

ABSENT: Burgess, Shell, Coe

MOTION: Carried

9. Reports, Resolutions and Recommendations

A. Lumber Yard Progress Report

Vice Chairperson Caruso exited the meeting at 7:26 PM.

Executive Director Gibb provided an update on the Lumber Yard and noted that the information will be posted on the DDA website.

Vice Chairperson Caruso returned at 7:28 PM.

MOTION made by Secretary Lorant, Seconded by Board Member Barnett, to receive and file the Progress Report dated May 20, 2025.

VOTING YEA: Caruso, Lorant, Medina, Campbell, Barnett, Rutt

VOTING NAY: None

ABSENT: Burgess, Shell, Coe

MOTION: Carried

B. Assistant Director’s Report

Assistant Director Bloom provided updates on Downtown events, social media stats, and a grant submission. She also thanked Sunrise Rotary for offering to help with flags.

MOTION made by President Rutt, Seconded by Board Member Campbell, to receive and file the Assistant Director’s Report

VOTING YEA: Caruso, Lorant, Medina, Campbell, Barnett, Rutt

VOTING NAY: None

ABSENT: Burgess, Shell, Coe

MOTION: Carried

10. Call to the Public

Luca Mezzalira inquired about the tree removal at the Lumber Yard and expressed interest in installing a food forest there. He explained that a food forest is a self-sustaining ecosystem composed of edible and medicinal plants, offering both aesthetic and community benefits. He asked about the Council's interest and potential opportunities for such a project in the area.

11. Board Comments and Training Feedback

No comment from Board Member Barnett.

Board Member Medina shared that it’s been busy for her and also thanked Assistant Director Bloom for all that she’s doing for the DDA too.

Secretary Lorant noted the Art of Flower event was a success despite the weather, with strong attendance and a well-executed new safety setup. He acknowledged the police presence may have been heavy but understandable for their first time. He also expressed excitement about the size and potential of the Lumber Yard property.

Board Member Campbell praised the success of Clean Up Day, giving special thanks to Ron Price and his family from the Horseshoe Club for their hard work. She shared positive feedback from new residents who praised the vibrancy and charm of downtown, highlighting the collective efforts of the DDA, Village staff, DPW, and Police. She also offered well wishes to Chairperson Burgess, and expressing continued support.

President Rutt praised the community’s growth, noting strong real estate interest and excitement about the Lumber Yard project’s potential. She supported the idea of a food forest, inspired by her children’s experiences at Dow Gardens. She also highlighted the need to address invasive species like Japanese Knotweed, suggesting fall grants for remediation. Finally, she commended the Art of Flower event, recognizing Chief Amundson and the Arts Center for their efforts, and humorously noted the tradition of rain during the festival.

Vice Chairperson Caruso reflected on the significant progress downtown Lake Orion has made over the past 10-15 years, noting that the DDA’s vision is coming to life. He praised the hard work of the Board, the Village, and families in revitalizing the area, which has become a popular destination. He expressed excitement about the ongoing developments and the future growth of Lake Orion. He also shared well wishes for Chairperson Burgess’ continued recovery.

12. Next Regular Meeting - June 17, 2025

13. Adjournment

MOTION made by Secretary Lorant, Seconded by Board Member Campbell, to adjourn the May 20, 2025 Downtown Development Authority Board Regular Meeting.

VOTING YEA: Caruso, Lorant, Medina, Campbell, Barnett, Rutt

VOTING NAY: None

ABSENT: Burgess, Shell, Coe

MOTION: Carried

The May 20, 2025 Downtown Development Authority Board Regular meeting adjourned at 8:06PM.

Debbie Burgess
Chairperson

Lynsey Blough
Deputy Clerk/Treasurer

Sonja Stout
Village Clerk/Treasurer

Date Approved: as presented on June 17, 2025.



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: June 23, 2025

TOPIC: Receive and File Ad Hoc DDA Public Infrastructure Meeting Minutes April 29, 2025

RECOMMENDED MOTION: To receive and file the April 29, 2025 Ad Hoc DDA Public Infrastructure Meeting Minutes, as presented.



MEETING MINUTES - DRAFT

AD HOC DDA PUBLIC INFRASTRUCTURE FUND COMMITTEE

Tuesday April 29, 2025

6:00 PM

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

(248) 693-8391 ext. 102

ADDRESSING THE COMMITTEE: 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

The April 29, 2025 Council/DDA Public Infrastructure Fund Ad Hoc Committee Meeting was called to order at 6:02pm by Chairman/Recording Secretary Dandalides.

2. Roll Call and Determination of Quorum

PRESENT:

Council member Michael Lamb

Council member George Dandalides

Council member Stan Ford

DDA Board member Matt Shell (left @ 6:20, returned @ 7:45)

DDA Board member Sam Caruso

DDA Board Member Lorant

DDA Executive Director Matt Gibb

Village Manager McClary

STAFF PRESENT:

Police Chief Mark Amundson

DPW Director Wes Sanchez

DDA Assistant Director Janet Bloom

Residents in attendance:

Brenda Beyer

3. Call to the Public

Brenda Beyer commented that she felt last night's council meeting was productive, the sidewalk discussion was good, and the Jubilee discussion was interesting.

4. Approval of Agenda

Motion: Motion made by Committee member Shell, supported by Committee Member Lamb to approve the agenda.

Motion carried by (8) Yes, (0) No.

5. Approval of the Minutes from the March 13, 2025 Committee Meeting

Motion: Motion made by DDA Director Gibb, supported by Committee Member Lamb to approve the minutes of the March 13, 2025 committee meeting as presented.

Motion carried by (8) Yes, (0) No.

6. Administration Services Agreement

The team reviewed the list of Administrative Services to be provided to the DDA. Also reviewed was a draft agreement presented by Village Manager McCary. There were minor modifications suggested to the language that the Village Manager agreed to make. There was agreement on 5% of the Village Manger's time and 10% of the time for the other support staff in the agreement. This will be reviewed again at the next meeting.

7. DPW Services Agreement

The team reviewed a list of "baseline" services provided to all residents as "no charge". DDA Director Gibb will review that list with the DDA Board at their next meeting. The DPW director agreed to provide a list of "enhanced services" with cost breakdown that the DPW could be provided, should the DDA so desire. A services agreement would only be needed if the DDA chose to request any of those "enhanced services". DDA Director Gibb would provide that list to the DDA Board at their May meeting and come back with any enhanced services that may be requested.

8. Police Services Agreement

Police Chief Amundson reiterated that the Police Services can't just be a "pass through" of funding between the DDA and the Village. In order to charge the DDA for services, those services must:

1. Specific to the DDA District
2. Be above the baseline service (enhanced services)
3. Support the DDA Goals

Police Chief Amundson reviewed a proposed contract with the team. With discussion, there were multiple suggestions for revisions. The team agreed that Police Chief Amundson and DDA Director Gibb would get together outside of the meeting, work through the details, and return at the next meeting with a joint recommendation for a Police Services Agreement.

9. Call to the Public

Brenda Beyer thanked everyone for the time and effort being expended by the team.

10. Next Meeting

The team agreed that a follow-up meeting would be required to review each services agreement again prior to them being taken forward to Village Council and the DDA board for review and approval. That meeting would be scheduled by Chairman Dandalides when updates were available, but no later than the next DDA Board meeting currently scheduled for May 20th.

11. Committee Comments

There were no additional committee comments

12. Adjournment

Motion: Motion made to adjourn made by Committee Member Lorant, supported by DDA Committee Member Shell.

Motion carried by (8) Yes, (0) No.

The meeting was adjourned by Committee Chairman Dandalides at 8:15 PM.

George Dandalides
Committee Chairman

George Dandalides
Committee Recording Secretary

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

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



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: June 23, 2025

TOPIC: Receive and file Ad Hoc DDA Public Infrastructure Meeting Minutes May 13, 2025

RECOMMENDED MOTION: To receive and file the May 13, 2025 Ad Hoc DDA Public Infrastructure Meeting Minutes, as presented.



MEETING MINUTES - DRAFT

AD HOC DDA PUBLIC INFRASTRUCTURE FUND COMMITTEE

Tuesday May 13, 2025

6:00 PM

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

(248) 693-8391 ext. 102

ADDRESSING THE COMMITTEE: 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

The May 13, 2025 Council/DDA Public Infrastructure Fund Ad Hoc Committee Meeting was called to order at 6:02pm by Chairman/Recording Secretary Dandalides.

2. Roll Call and Determination of Quorum

PRESENT:

Council member Michael Lamb (joined @ 6:10)

Council member George Dandalides

Council member Stan Ford

DDA Board member Matt Shell (left @ 6:20)

DDA Board member Sam Caruso

DDA Board Member Lorant

DDA Executive Director Matt Gibb

Village Manager McClary

STAFF PRESENT:

Village Clerk/Treasurer Stout

DDA Assistant Director Janet Bloom

Residents in attendance:

None

3. Call to the Public

None

4. Approval of Agenda

Motion: Motion made by Committee member Shell, supported by Committee Member Lorant to approve the agenda.

Motion carried by (8) Yes, (0) No.

5. Administration Services Agreement

Village Manager McClary reviewed a proposal with revised cost breakdown of the Administrative Services to be provided by the village administration to the DDA. That breakdown included:

Village Manger	\$7,246
Village Clerk	12,569
Village Treasurer	19,175
Information Technology	5,411
General Activities	<u>18,242</u>
Total Admin Services	\$62,643

This was agreed to by the team. The currently proposed two topic agreement (includes Admin Services and DPW Enhanced Services) is to be broken into two separate agreements, one each for Admin Services and one for DPW Enhanced Services. DDA Director Gibb will revise the Admin Services Agreement by Wednesday May 14 and provide it to Village Manager McClary for his review and agreement for submission to the DDA Board by their May 20th meeting.

6. Call to the Public

None

7. Next Meeting

The next meeting is scheduled for Wednesday May 14th at 6:00pm where the team will review the DWP Services. If there is time, the Police Services will also be reviewed at that meeting.

8. Committee Comments

There were no additional committee comments

9. Adjournment

The meeting was adjourned by Committee Chairman Dandalides at 8:30pm.

George Dandalides
Committee Chairman

George Dandalides
Committee Recording Secretary

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



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: June 23, 2025

TOPIC: Receive and file Ad Hoc DDA Public Infrastructure Meeting Minutes May 14, 2025

RECOMMENDED MOTION: To Receive and file the May 14, 2025 Ad Hoc DDA Public Infrastructure Meeting Minutes, as presented.



MEETING MINUTES - DRAFT

AD HOC DDA PUBLIC INFRASTRUCTURE FUND COMMITTEE

Wednesday May 14, 2025

6:00 PM

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

(248) 693-8391 ext. 102

ADDRESSING THE COMMITTEE: 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

The May 14, 2025 Council/DDA Public Infrastructure Fund Ad Hoc Committee Meeting was called to order at 6:02pm by Chairman/Recording Secretary Dandalides.

2. Roll Call and Determination of Quorum

PRESENT:

- Council member Michael Lamb
- Council member George Dandalides
- Council member Stan Ford
- DDA Board member Sam Caruso (arrived @ 6:07)
- DDA Executive Director Matt Gibb
- Village Manager McClary

STAFF PRESENT:

- DPW Director Wes Sanchez
- Police Chief Mark Amundson
- DDA Assistant Director Janet Bloom

Residents in attendance:

None

3. Call to the Public

None

4. Approval of Agenda

Motion: Motion made by Committee member Dandalides, supported by Committee Member Ford to approve the agenda with the addition of Police Services as Item 6 if there is time.

Motion carried by (6) Yes, (0) No.

5. DPW Services Agreement

DPW Director passed out copies of a proposed Intergovernmental Service Agreement between the Village and the DDA. It included enhanced services to include:

- Streetlight and Electrical Outlet Repair
- Trash Pick-Up – Twice Weekly
- Tree Trimming of Streetscape Trees
- Downtown Cleaning (sidewalk blowing for street sweeping)
- Special Event Support
- Mulching of DDA-Improved Properties

These services would be provided for the period beginning July 1, 2025 through June 30, 2026 at a cost of \$27,210.31.

Motion: Motion made by Village Manager McClary, supported by Committee Member Lamb to recommend Intergovernmental Services Agreement as presented be taken to both the DDA Board and the Village Council for approval.

Motion carried by (6) Yes, (0) No.

6. Police Services

Police Chief Amundson presented a draft Public Services Agreement that included:

- An additional sworn officer to be assigned primarily within the DDA boundaries
- A full-time code enforcement officer to provide code enforcement services within the DDA boundaries
- A dedicated parking enforcement agent to provide parking enforcement within the DDA boundaries
- The additional officer and the full-time code enforcement officers would be jointly funded between the Village and the DDA. The parking enforcement agent would be solely funded by the DDA

The draft agreement as presented clearly identified the detail of services to be provided, but the cost for those services were not yet in the contract. After much discussion about the cost of services and the DDA’s ability to cover those costs, it was agreed that the contract should include \$103,000 to cover the additional officer and the code enforcement officer. The parking agent services would be removed from the contract.

Motion: Motion made by DDA Director Gibb, supported by Village Manager McClary, to ask the Chief to work into the contract \$103,000 that would be taken to both the DDA Board and the Village Council for approval. This would cover the additional officer and code enforcement officer as described in the draft agreement as presented. (no parking enforcement)

Motion carried by (6) Yes, (0) No.

The next step would be for Chief Amundson to revise the draft agreement and submit back the DDA Director Gibb for review and approval.

7. Call to the Public

None

8. Next Meeting

It was agreed no further meeting(s) would be required.

9. Committee Comments

There were no additional committee comments

9. Adjournment

Motion: Motion to adjourn made by Committee Member Dandalides, supported by Committee Member Caruso.

Motion carried by (6) Yes, (0) No.

George Dandalides
Committee Chairman

George Dandalides
Committee Recording Secretary

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.

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COUNCIL ACTION SUMMARY SHEET

MEETING DATE: June 23, 2025

TOPIC: Receive and File of Parks & Recreation Regular Meeting Minutes of May 27, 2025

RECOMMENDED MOTION: To receive and file the May 27, 2025 Parks & Recreation Regular Meeting Minutes, as presented.

Village of Lake Orion Parks and Recreation Advisory Committee
Regular Meeting: Tuesday, May 27, 2025, 6:30 p.m.

1. Call to Order by the Chairperson

The Tuesday, May 27, 2025, Regular Meeting of the Village of Lake Orion Parks and Recreation Advisory Committee was called to order at Green’s Park by Rosemary Ford at 6:38pm.

2. Roll Call and Determination of Quorum

Present: Chairperson: Rosemary Ford
 Secretary: Cristy Garbacik
 Member: Erin Rohlfing
 Council Member: George Dandalides
Absent: Vice Chairperson: Erin Crane
Vacancies: None

3. Approval of Minutes

Meeting Minutes – May 27, 2025

By Cristy Garbacik,

RESOLVED: That the regular minutes of the April 22, 2025, meeting of the Parks & Recreation Advisory Committee be approved.

Seconded by Erin Rohlfing and adopted: AYES: 4; NAYS: 0; ABSENT: 1.

4. Call to the Public

Logan Garbacik from Scout Troop 284 attended to complete one of his Citizen in the Community requirements. He took notes and commented on some of the park conversations.

5. Approval of Agenda

By Rosemary Ford,

RESOLVED: To approve the Agenda of the Tuesday, May 27, 2025, Parks and Recreation Advisory Committee with the addition of 7C Volunteer Days.

Seconded by Erin Rohlfing and adopted AYES: 4; NAYS: 0; ABSENT: 1.

6. Pending Business

A. Parks Maintenance.

An updated parks maintenance needs list is presented on a word document **which is attached and incorporated as part of these minutes.**

Green’s - DPW executed a large cleanup on the south side removing bushes and trees, creating a view.

Added:

Children’s – New Maple tree died.

Green’s – New Maple tree died.

Swiss Village – Grass needs to be cut including hill.

Swiss Village – Grass growing in playground sand.

Removed:

Meeks – Bank Stabilization. (on budget for Spring 2026)

Meeks – Attach sign to granite block. (DPW completed)

Green’s – Caps for docks. (Rosemary installed)

Green’s – Move Mobi Mat. (DPW completed, Rosemary to request extension mat)

Green’s – Signs and directional maps. (No longer a priority)

Atwater – Basketball court replaced. (on budget for Spring 2026)

B. Budget Review

An updated budget list is presented on an excel document **which is attached and incorporated as part of these minutes.**

The committee re-brought up the desire to employ a specific individual to give attention to the parks, particularly to washing the playground equipment and weeding. George inquired about the past resolution of this previously budgeted item. We informed him in June 2024 the manager deemed our capital outlay money can only be spent on purchasing materials and not employees. Additionally, DPW deemed assistance was not needed in park maintenance. Cristy will forward the June 2024 email.

7:15 George Dadalides left to attend a Village Council meeting.

7. New Business

A. Sponsorship of Green's Park

We will receive an update from George at the next meeting.

B. Orion Township networking

Rosemary Ford and Teresa Rutt met with Orion Township Supervisor, Chris Barnett and Parks and Recreation chairperson, Aaron Whatley, to discuss working together to support park areas used by both communities. Currently, all Village Township citizens pay taxes to Orion Township. Specifically, into the Township Park added tax capture collected by Orion Township and issued to parks in the township (which do not include any of the 6 village parks).

The meeting was well received, and a proposal was requested. We are currently discussing support with Atwater Park as Orion Township's Parks and Recreation uses the baseball fields.

C. Volunteer Days

Erin Rohlffing contacted Lake Orion High School's student volunteer chair, Kristi Pavelich, to discuss adding volunteering for park cleanup to the students' opportunities. Pavelich agreed requesting a write-up, dates, number of students, and an adult must be present the entire time. Our committee agreed with the idea, suggesting a 2-hour weekday spot with DPW and assigning each member to a park.

Swiss – Erin R., Unger – Erin C., Children's – Rosemary F., Atwater – Cristy G., Meek's – George D., Green's – Pam W.

8. Reports

A. Lake Orion Bikes & Adventure Company

Our previous motion to support the Lake Orion Bike & Adventure company's kayak and paddle board kiosk proposal at Green's Park was approved by council. This idea is now being reviewed by the Village attorney.

B. Green's Park Docks

While at Green's Park, we had a discussion on the quality of installing cleats on an angle. Continuing to have concern of not following the installation method suggested by Walk on Water who installed the docks. We also noted the uneven dock for a second Summer.

Previous minutes: 3/11/25, 10/1/24, 8/20/24, 7/23/24, 6/25/24, 5/28/24, 8/1/23, 4/25/23, 3/38/23, 7/26/22

C. Event Collection (Dragon on the Lake)

Dragon on the Lake was billed \$500/day for 3 days for the use of Green's Park. We are unsure about the payment from the Orion Art Center.

9. Items to Be Placed on Next Agenda

Pending Business

Parks Maintenance

Budget Review

New Business

Sponsorship of Green's Park

Orion Township networking

Volunteer Days

Reports

Green's Park Kayak proposal

Green's Park Docks

Event collection (Dragon on Lake)

10. Date of Next Meeting

Tuesday, June 24, 2025 at 6:30 at Atwater Park.

11. Committee Member Comments

Cristy Garbacik mentioned she would like to volunteer her daughter's Girl Scout Troop 75690 to assist in planting the replacement trees in Green's and Children's Parks.

Rosemary Ford commented on the Orion Review from May 21 listed the Village Parks. Some updates could help with the accuracy of the post.

12. Adjournment

On a motion by Erin Rohlfing, seconded by Rosemary Ford, the Parks and Recreation Advisory Committee Meeting adjourned at 8:13pm.

Rosemary Ford, Chairperson

Date Approved: as presented June 24, 2025

Cristy Garbacik, Recording Secretary

Lake Orion Village Parks Maintenance Items

Updated Per May 27, 2025, Meeting

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

All Parks

- 1 – **Power wash and weed all parks monthly or as needed.**

Children's Park

- 1 – Add woodchips next to the red slide, all new spirilla have died. (Jose will call)
- 1 – (5/27/25) New Maple tree by Cookies and Cream died. (planted 7/23/24)
- 1 – Playground equipment Twist is broken, needs to be raised – (Landscape Structures contacted)
- 2 – Stones that create the walls are disintegrating.
- 3 – Picnic table multiple seats cracked (close to parking lot) – DPW to replace with wood

Meek's Park

- 2 – Adjust placement of new sign from Atwater to new pedestrian bridge.
- 3 – (4/22/25) Tree fell in river.

Green's Park

- 1 - (5/26/15) East-West seawall is failing.
- 1 – (7/26/22) Bumpers need to be installed & leveling for new docks.
- 1 – (7/26/22) Repair and restore sprinklers to water lawn – (motion / DPW working on a May '25 quote)
- 1 – Verify locks for bathrooms – Teresa to check with Darwin
- 1 – (5/27/25) New Maple tree by beach died. (planted 7/23/24)
- 2 – Installing security video cameras for docks and outside bathrooms (funded with boat passes)
- 3 – Remove small wooden and small concrete seawall inside south beach on. (5/27/25 met with engineer)

Swiss Village Park

- 2 – (5/27/25) Grass needs to be cut including hill.
- 2 – (5/27/25) Grass growing in playground sand.
- 3 – Border needed around playground.

Unger Park

- 1 – Japanese Knotweed needs to be removed.
- 3 – Small slide pole moves on ground base.

Atwater Park

- 2 – Concerns about the increase of dog waste in the baseball field (Ordinance Chapter 96.09)
- 3 – Paint top of main sign.
- 3 – Chairs crooked around tables.
- 3 – (4/22/25) Benches need to be replaced.
- 3 – (4/22/25) Shade sails over benches.

Village of Lake Orion Parks & Recreation Committee Budget						
2025-2026 Possible Budget Items for Planning						
Budget Item	Priority Level	Cost Estimate	Cost Actual	Notes	Voted & Agreed	
1 Children's and Meek's Park - Bank Stabilization	High	300,000 - 400,000		The Village and DDA have a goal of improving bank stabilization in the DDA district. A 75/25 plan allows 75% of funds to be allotted for needed infrastructure.	4-22-25 Village, DPW, and DDA have approved completing this project in Spring 2026.	
2 DPW Assigned daily maintenance employee on grounds	High	\$2,500	7-'24 DDA seasonal helper \$18.25 hour x 8 hours=\$146/week x 20 weeks =\$2,920.	8-23-22 discussed Motion and contact DDA	6-25-24 Yes 7-'24 denied manager McClary and DPW Director Sanchez	
3 Atwater Park Basketball Court - 4"	High	\$6,000	5-28-24 Birmingham Seal \$30,733.00 (50x50 2,500sf) removal +\$4,700 9-21-24 Hutch Paving \$33,965.00 (68x50 3,400sf) and removal	6-25-24 DPW to look into cost 11-25-24 Council approved CDBG funds of \$9,348.00 to be used towards Atwater bb court refurbish	11-25-24 Council approved uses of PY2025 CDBG \$9,348.00 project. April '25 Council approved allocations for '25-'26 fully fund project, projected to be complete in Spring of 2026	
4 Green's Park Pavilion at SW of basketball court	High					
5 Atwater Additional Swings	Medium	1200-1500				
6 Children's Additional Shade Sail(s) (1-3)	Medium	1200 each				
7 Green's Park Retaining Wall	Medium					
8 Children's Park Bridge	Medium					
9 Unger Park Basketball court	Medium		Birmingham Seal \$15,000.00 5-28-24 (quarter court)			



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: June 23, 2025

TOPIC: Receive and File of Invoice Distribution Report for June 24, 2025

RECOMMENDED MOTION:

To receive and file the bills in the amount of \$ 229,063.45 of which \$ 1,151.74 are DDA bills for a net total of \$ 227,911.71 and to receive and file the DDA bills.

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

EXP CHECK RUN DATES 06/24/2025 - 06/24/2025

POSTED AND UNPOSTED
OPEN

Section 7, Item L.

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 101 GENERAL FUND					
Department: 000 REVENUE					
101-000-123-000	MICHIGAN MUNICIPAL LEAGUE	MICHIGAN MUNICIPAL LEAGUE	MML POOL RENEWAL PREMIUM 2025-2026	73,313.00	None
101-000-123-000	GENERAL PORTION	BLUE CROSS BLUE SHIELD OF	HEALTH COVERAGE FOR SHANK JULY 2025	259.09	None
101-000-123-000	RETIREE HEALTHCARE	BCBSM MEDICARE ADVANTAGE	RETIREE COVERAGE JULY 2025	900.15	None
101-000-123-000	RETIREE HEALTHCARE-RETIREE	BCBSM MEDICARE ADVANTAGE	RETIREE COVERAGE JULY 2025	1,028.72	None
101-000-228-100	DUE TO STATE OF MICHIGAN -	STATE OF MICHIGAN	FINGERPRINTS PRINTED 05/08/2025 THIST	42.00	None
101-000-281-004	VLO 23-04 WEST VILLAGE PUD	MCKENNA ASSOCIATES, INC.	SERVICES MAY 1 - MAY 31 2025	67.50	None
101-000-281-005	CONSTRUCTION PLAN REVIEW/C	NOWAK & FRAUS ENGINEERS	N034 CONSTELLATION BAY THRU MAY 25 20	740.00	None
101-000-281-006	141 ELIZABETH ST	NOWAK & FRAUS ENGINEERS	M818-01 ELIZABETH STREET APTS THRU MA	337.50	None
101-000-281-008	MAY	NOWAK & FRAUS ENGINEERS	0039-SNUG HARBOR MAY 25 2025	62.50	None
101-000-281-011	MAY	NOWAK & FRAUS ENGINEERS	N569 ORION VILLAS-597 MILLER RD MAY 2	62.50	None
101-000-281-012	MAY	NOWAK & FRAUS ENGINEERS	N035 MYSTIC COVE-THRU MAY 25 2025	1,529.25	None
101-000-281-018	25-01 EASTPORT	VIEW NEWSPAPER GROUP	POSTINGS MAY	90.06	None
101-000-281-018	EASTPORT	MCKENNA ASSOCIATES, INC.	SERVICES MAY 1 - MAY 31 2025	112.50	None
101-000-281-018	CONCEPT PLANNING	NOWAK & FRAUS ENGINEERS	0853 EASTPORT VILLAGE - JACOBSON'S MA	575.00	None
101-000-281-020	REVIEW	NOWAK & FRAUS ENGINEERS	0634 DTE CHURCH/ANDERSON MAY 25 2025	62.50	None
101-000-281-021	141 W ELIZABETH	MCKENNA ASSOCIATES, INC.	SERVICES MAY 1 - MAY 31 2025	90.00	None
101-000-281-022	A 25-03 37 E FLINT	VIEW NEWSPAPER GROUP	POSTINGS MAY	127.98	None
101-000-281-022	37 E FLINT	MCKENNA ASSOCIATES, INC.	SERVICES MAY 1 - MAY 31 2025	700.00	None
Total Department 000 REVENUE				80,100.25	
Department: 215 VILLAGE CLERK					
101-215-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS MAY 2025	500.80	None
101-215-900-000	DELINQUENT UTILITIES	VIEW NEWSPAPER GROUP	POSTINGS MAY	39.50	None
101-215-900-000	2025	BLUE 360 MEDIA LLC LB41316	MICHIGAN MOTOR VEHICLE LAWS 2025	86.95	None
Total Department 215 VILLAGE CLERK				627.25	
Department: 228 Information Technology					
101-228-801-000	MONTHLY BILLING FOR MAY VC VC3, INC.		MONTHLY BILLING MAY/JUNE	1,840.00	None
101-228-801-000	MONTHLY BILLING FOR JUNE V VC3, INC.		MONTHLY BILLING MAY/JUNE	1,840.00	None
Total Department 228 Information Technology				3,680.00	
Department: 253 FINANCE TREASURY					
101-253-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS MAY 2025	807.76	None
Total Department 253 FINANCE TREASURY				807.76	
Department: 260 GENERAL ACTIVITIES					
101-260-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS MAY 2025	385.76	None
101-260-727-000	PENS/ENVELOPE	ODP BUSINESS SOLUTIONS LLC	OFFICE SUPPLIES	54.56	None
101-260-727-000	PAPER, TISSUE	ODP BUSINESS SOLUTIONS LLC	OFFICE SUPPLIES	82.29	None
101-260-730-000	04/21/25- 05/21/25BASE 022	XEROX CORPORATION	COPIER LEASE MAY	241.22	None
101-260-730-000	COLOR 022736473	XEROX CORPORATION	COPIER LEASE MAY	181.90	None
101-260-730-000	B/W 022736473	XEROX CORPORATION	COPIER LEASE MAY	26.93	None
101-260-730-000	BASE CHARGE 022736474	XEROX CORPORATION	COPIER LEASE MAY	91.09	None
101-260-730-000	LEASE PAYMENT 6/29/25-09/2	QUADIENT LEASING USA, INC	ADMIN COPIER LEASE PAYMENT QUARTERLY	548.08	None
101-260-920-000	20 E SHADBOLT ACCT # 1030	CONSUMERS ENERGY	JUNE BILL	18.00	None
101-260-920-000	21 E CHURCH ACCT# 1030 170	CONSUMERS ENERGY	JUNE BILL	408.14	None
101-260-921-000	STREETLIGHTS 9100-4065-248	DTE ENERGY	MAY BILL STREETLIGHTS	4,212.65	None
101-260-930-000	MATS FOR VILLAGE OFFICE 6/	DarweI ENTERPRISES LLC	MONTHLY MAT RENTAL VILLAGE OFFICES	235.71	None
Total Department 260 GENERAL ACTIVITIES				6,486.33	
Department: 721 PLANNING AND ZONING					

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 101 GENERAL FUND					
Department: 721 PLANNING AND ZONING					
101-721-829-000	PROFESSIONAL VIRTUAL HOURS	MCKENNA ASSOCIATES, INC.	SERVICES MAY 1 - MAY 31 2025	1,755.00	None
101-721-829-000	PROFESSIONAL ON SITE HOURS	MCKENNA ASSOCIATES, INC.	SERVICES MAY 1 - MAY 31 2025	2,880.00	None
101-721-832-001	MAY 1 - MAY 31	MCKENNA ASSOCIATES, INC.	VILLAGE OWNED PROPERTY INVENTORY & MA	147.75	None
101-721-840-000	MONTHLY RETAINER	MCKENNA ASSOCIATES, INC.	SERVICES MAY 1 - MAY 31 2025	850.00	None
Total Department 721 PLANNING AND ZONING				5,632.75	
Department: 751 PARKS AND RECREATION					
101-751-801-000	PARKS AND REC EMPLOYEES	COREWELL HEALTH URGENT CAR	NEW EMPLOYEE SCREENING	765.00	None
101-751-801-000	PARKS AND REC EMPLOYEES	COREWELL HEALTH URGENT CAR	NEW EMPLOYEE SCREENING	135.00	None
Total Department 751 PARKS AND RECREATION				900.00	
Department: 880 CONTRACT SERV - LEAGAL/ACCTING/ENGINEER					
101-880-806-000	CONSTRUCTION PLANS	NOWAK & FRAUS ENGINEERS	N183 NORTH SHORE COURT DRAINAGE- MAY	300.00	None
101-880-806-000	M629 GENERAL ENGINEERING M	NOWAK & FRAUS ENGINEERS	M629 GENERAL ENGINEERNIG SERVICES THR	325.00	None
Total Department 880 CONTRACT SERV - LEAGAL/ACCTING/ENGINEER				625.00	
Total Fund 101 GENERAL FUND				98,859.34	
Fund: 202 MAJOR STREET FUND					
Department: 463 ROUTINE MAINTENANCE					
202-463-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS MAY 2025	284.99	None
Total Department 463 ROUTINE MAINTENANCE				284.99	
Department: 474 TRAFFIC SERVICES					
202-474-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS MAY 2025	106.87	None
Total Department 474 TRAFFIC SERVICES				106.87	
Department: 478 WINTER MAINTENANCE					
202-478-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS MAY 2025	569.98	None
Total Department 478 WINTER MAINTENANCE				569.98	
Total Fund 202 MAJOR STREET FUND				961.84	
Fund: 203 LOCAL STREET FUND					
Department: 260 GENERAL ACTIVITIES					
203-260-801-000	APRIL 2025	NOWAK & FRAUS ENGINEERS	0816- FAILING SEA WALLS MAY 25 2025	3,657.00	None
203-260-801-000	APRIL 2025	NOWAK & FRAUS ENGINEERS	N110-01 BRIDGET STREET SEWALL 63-135	2,975.00	None
203-260-801-000	N732 PAVEMENT ASSET MAJOR	NOWAK & FRAUS ENGINEERS	N732-01 TEDF-B GRANT APPLICATION MAY	2,250.00	None
203-260-801-000	PROFESSIONAL SERVICES THRO	NOWAK & FRAUS ENGINEERS	M718 PARK AVENUE RTAINING WALL THRU M	575.00	None
Total Department 260 GENERAL ACTIVITIES				9,457.00	
Department: 463 ROUTINE MAINTENANCE					
203-463-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS MAY 2025	534.35	None
Total Department 463 ROUTINE MAINTENANCE				534.35	
Department: 474 TRAFFIC SERVICES					
203-474-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS MAY 2025	142.49	None
Total Department 474 TRAFFIC SERVICES				142.49	
Department: 478 WINTER MAINTENANCE					
203-478-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS MAY 2025	676.85	None
Total Department 478 WINTER MAINTENANCE				676.85	

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 203 LOCAL STREET FUND				Total Fund 203 LOCAL STREET FUND	10,810.69
Fund: 207 POLICE FUND					
Department: 000 REVENUE					
207-000-123-000	POLICE PORTION	BLUE CROSS BLUE SHIELD OF	HEALTH COVERAGE FOR SHANK JULY 2025	777.25	None
207-000-123-000	RETIREE HEALTHCARE	BCBSM MEDICARE ADVANTAGE	RETIREE COVERAGE JULY 2025	900.15	None
				Total Department 000 REVENUE	1,677.40
Department: 301 POLICE/SHERIFF/CONSTABLE					
207-301-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS MAY 2025	3,204.17	None
207-301-730-000	POLICE PRINTER CONTRACT 55	U.S. BANK EQUIPMENT FINANC	RICOH CONTRACT PAYMENT POLICE PRINTER	110.43	None
207-301-730-000	COPY CHARGES BW-\$18.59 COL	APPLIED INNOVATION	POLICE COPY MACHINE USAGE JUNE	68.86	None
207-301-730-000	FREIGHT	APPLIED INNOVATION	POLICE COPY MACHINE USAGE JUNE	2.75	None
207-301-740-000	BATTERY CORE CHARGE	AutoZone	BOAT BATTERY REPLACEMENT	22.00	None
207-301-801-000	RICK BERRY PSYCH	JUDITH MALINOWSKI LLP	PSYCHOLOGICAL EVALUATIONS RESERVE OF	500.00	None
207-301-801-000	TODD KIMBALL PSYCH	JUDITH MALINOWSKI LLP	PSYCHOLOGICAL EVALUATIONS RESERVE OF	500.00	None
207-301-801-000	FRANKIE ROLLER PSYCH	JUDITH MALINOWSKI LLP	PSYCHOLOGICAL EVALUATIONS RESERVE OF	500.00	None
207-301-801-000	92 HRS AT \$15.28 HOURLY RA	LAKE ORION COMMUNITY SCHOO	CROSSING GUARD BILLING 2024-2025 BLAN	1,405.76	None
207-301-801-000	RETIREMENT (31.34%)	LAKE ORION COMMUNITY SCHOO	CROSSING GUARD BILLING 2024-2025 BLAN	440.85	None
207-301-801-000	FICA (7.65%)	LAKE ORION COMMUNITY SCHOO	CROSSING GUARD BILLING 2024-2025 BLAN	107.54	None
207-301-801-000	MICROSOFT 365 POLICE - VC3	VC3, INC.	MICROSOFT 365 POLICE - JUNE	347.00	None
207-301-804-000	SHERIFF DISPATCH SERVICES	OAKLAND COUNTY TREASURER	SHERIFF DISPATCH SERVICES INVOICE DAT	3,965.42	None
207-301-820-000	WINTER COAT - HAMMOND	ON DUTY GEAR LLC	UNIFORM EQUIPMENT	439.99	None
207-301-820-000	SHIPPING	ON DUTY GEAR LLC	UNIFORM EQUIPMENT	15.00	None
207-301-820-000	PANTS HAMMOND (3) MIHACSI	ON DUTY GEAR LLC	UNIFORM EQUIPMENT NEW OFFICERS	539.94	None
207-301-820-000	L/S UNIFORMS HAMMOND (2) M	ON DUTY GEAR LLC	UNIFORM EQUIPMENT NEW OFFICERS	319.96	None
207-301-820-000	S/S UNIFORMS HAMMOND (2) M	ON DUTY GEAR LLC	UNIFORM EQUIPMENT NEW OFFICERS	299.96	None
207-301-820-000	SOLIS HOLSTER (HAMMOND)	ON DUTY GEAR LLC	UNIFORM EQUIPMENT NEW OFFICERS	79.99	None
207-301-820-000	SHIPPING AND HANDLING	ON DUTY GEAR LLC	UNIFORM EQUIPMENT NEW OFFICERS	20.00	None
207-301-820-000	SHIRTS / EMBROIDERY 10 OFF	ON DUTY GEAR LLC	UNIFORM EQUIPMENT MARINE /BIKE/ SPECI	1,149.90	None
207-301-820-000	EMBRODIERY AMUNDSON UNIFOR	ON DUTY GEAR LLC	UNIFORM EQUIPMENT MARINE /BIKE/ SPECI	15.00	None
207-301-820-000	SHIPPING AND HANDLING	ON DUTY GEAR LLC	UNIFORM EQUIPMENT MARINE /BIKE/ SPECI	20.00	None
207-301-930-000	POLICE LOCKERS ORDER WN206	HOME DEPOT CREDIT SERVICES	POLICE FACILITY SUPPLIES	752.96	None
207-301-930-000	SHELVES FOR EVIDENCE ROOM	HOME DEPOT CREDIT SERVICES	POLICE FACILITY SUPPLIES	1,272.00	None
207-301-930-000	POLICE LOCKERS RETURNED WN	HOME DEPOT CREDIT SERVICES	POLICE FACILITY SUPPLIES	(752.96)	None
207-301-930-000	POLICE LOCKERS WN22218900	HOME DEPOT CREDIT SERVICES	POLICE FACILITY SUPPLIES	759.96	None
207-301-930-000	BIMINI HINGE W/ LANYARD (3	WEST MARINE PRO	PFD RING / HINGES	17.70	None
207-301-930-000	PFD RESCUE RING 24" (32686	WEST MARINE PRO	PFD RING / HINGES	95.91	None
207-301-957-000	MOTOR VEHICLE LAWS LOOSELE	BLUE 360 MEDIA LLC LB41316	EDUCATION AND TRAINING	86.95	None
207-301-957-000	MICHIGAN PENAL CODE - 2025	BLUE 360 MEDIA LLC LB41316	EDUCATION AND TRAINING	94.95	None
				Total Department 301 POLICE/SHERIFF/CONSTABLE	16,401.99
				Total Fund 207 POLICE FUND	18,079.39
Fund: 225 DEPT OF PUBLIC WORKS FUND					
Department: 000 REVENUE					
225-000-123-000	RETIREE HEALTHCARE	BCBSM MEDICARE ADVANTAGE	RETIREE COVERAGE JULY 2025	3,343.42	None
				Total Department 000 REVENUE	3,343.42
Department: 441 DEPARTMENT OF PUBLIC WORKS					
225-441-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS MAY 2025	178.12	None
225-441-741-000	MILWAUKEE M18 ANGLE GRINDE	HOME DEPOT CREDIT SERVICES	REPLACEMENT ANGLE GRINDER / STEEL FOR	249.00	None

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Fund: 225 DEPT OF PUBLIC WORKS FUND					
Department: 441 DEPARTMENT OF PUBLIC WORKS					
225-441-920-000	362 CASS ACCT# 1030 1701 1	CONSUMERS ENERGY	JUNE BILL	172.82	None
225-441-920-000	333 CASS ST ACT # 1030 170	CONSUMERS ENERGY	JUNE BILL	0.00	None
225-441-931-000	6.31 LB. LIGHT BODY FILLER	HOME DEPOT CREDIT SERVICES	REPLACEMENT ANGLE GRINDER / STEEL FOR	66.98	None
225-441-931-000	ANVIL SPREADER	HOME DEPOT CREDIT SERVICES	REPLACEMENT ANGLE GRINDER / STEEL FOR	4.98	None
225-441-931-000	STEEL PLATES	HOME DEPOT CREDIT SERVICES	REPLACEMENT ANGLE GRINDER / STEEL FOR	102.60	None
Total Department 441 DEPARTMENT OF PUBLIC WORKS				774.50	
Total Fund 225 DEPT OF PUBLIC WORKS FUND				4,117.92	
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Department: 260 GENERAL ACTIVITIES					
248-260-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS MAY 2025	546.16	None
248-260-942-000	OFFICE MATS CLEANING 94691	Darwe1 ENTERPRISES LLC	OFFICE MATS	25.58	None
Total Department 260 GENERAL ACTIVITIES				571.74	
Department: 728 ECONOMIC DEVELOPMENT					
248-728-888-000	LAKE ORION DDA ADVERT/MARK 20	FRONT STREET CONCEPTS,	ADVERT/MARKETING	300.00	None
Total Department 728 ECONOMIC DEVELOPMENT				300.00	
Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND				871.74	
Fund: 301 DOWNTOWN DEV BOND PROJECT 2023					
Department: 901 CAPITAL OUTLAY					
301-901-950-000	PORTABLE RENTAL I25573	TURNER SANITATION	PORTABLE RENTAL	125.00	None
301-901-950-000	PORTABLE RENTAL I25572	TURNER SANITATION	PORTABLE RENTAL	155.00	None
Total Department 901 CAPITAL OUTLAY				280.00	
Total Fund 301 DOWNTOWN DEV BOND PROJECT 2023				280.00	
Fund: 410 SIDEWALK IMPROVEMENT FUND					
Department: 260 GENERAL ACTIVITIES					
410-260-801-000	5/25/2025	NOWAK & FRAUS ENGINEERS	0676-SIDEWALK REPLACEMENT	187.50	None
Total Department 260 GENERAL ACTIVITIES				187.50	
Total Fund 410 SIDEWALK IMPROVEMENT FUND				187.50	
Fund: 490 SEWER CAPITAL IMPROVEMENT FUND					
Department: 548 SEWER ACTIVITIES					
490-548-801-000	MAY	NOWAK & FRAUS ENGINEERS	N434 SANITARY SEWER PUMP STATION MAY	250.00	None
Total Department 548 SEWER ACTIVITIES				250.00	
Total Fund 490 SEWER CAPITAL IMPROVEMENT FUND				250.00	
Fund: 592 WATER AND SEWER FUND					
Department: 548 SEWER ACTIVITIES					
592-548-831-000	MAY 2025	OAKLAND COUNTY TREASURER	SEWAGE DISPOSAL SERVICES MAY 2025	44,603.70	None
Total Department 548 SEWER ACTIVITIES				44,603.70	
Department: 556 WATER ACTIVITIES					
592-556-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS MAY 2025	1,068.70	None
592-556-745-000	SCH1-00000-EAST-01	CHARTER TOWNSHIP OF ORION	WATER/SEWER BILL MAY 2025	1,353.59	None
592-556-745-000	LAP1-000000-SOUT-01 S LAPE	CHARTER TOWNSHIP OF ORION	WATER/SEWER BILL MAY 2025	59.78	None
592-556-745-000	LAP2-000000-NORT-02 N LAPE	CHARTER TOWNSHIP OF ORION	WATER/SEWER BILL MAY 2025	47,559.26	None

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 592 WATER AND SEWER FUND					
Department: 556 WATER ACTIVITIES					
			Total Department 556 WATER ACTIVITIES	50,041.33	
			Total Fund 592 WATER AND SEWER FUND	<u>94,645.03</u>	

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY FUND ---					
101			GENERAL FUND	98,859.34	
202			MAJOR STREET FUND	961.84	
203			LOCAL STREET FUND	10,810.69	
207			POLICE FUND	18,079.39	
225			DEPT OF PUBLIC WORKS FUND	4,117.92	
248			DOWNTOWN DEVELOPMENT AUTHORITY FUND	871.74	
301			DOWNTOWN DEV BOND PROJECT 2023	280.00	
410			SIDEWALK IMPROVEMENT FUND	187.50	
490			SEWER CAPITAL IMPROVEMENT FUND	250.00	
592			WATER AND SEWER FUND	94,645.03	
Total For All Funds:				229,063.45	



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: June 23, 2025

TOPIC FY 2025-26 Water and Sewer Rates

BACKGROUND BRIEF:

Council is scheduled to hold a public hearing on the proposed FY 2025-26 water and sewer rates and to consider adopting the rates after the hearing. Public Works Director will give a brief presentation on the rate model and proposed rates prior to the opening of the hearing.

SUMMARY OF PREVIOUS COUNCIL ACTION:

05/29/2025 – Council held a work session meeting to review and discuss the proposed FY 2025-26 water and sewer rates.

FINANCIAL IMPACT:

Water ready-to-serve charge is proposed to increase by \$16.01 per quarter from \$79.98 to \$95.99. Water commodity charge is proposed to increase by \$0.27 per unit from \$6.78 to \$7.05. The average customer using 1,500 cubic feet per quarter will realize an increase of 14% in their water bill.

Sewer ready-to-serve charge is proposed to increase by \$65.74 per quarter from \$98.96 to \$164.70. Sewer commodity charge is proposed to increase by \$1.80 per unit from \$7.17 to \$8.97. The average customer using 1,500 cubic fee per quarter will realize an increase of 44.9%. This significant increase is due mainly to the \$3.5 million phase I sanitary sewer pump stations improvement project.

RECOMMENDED MOTION:

#1 – To open the public hearing to receive public comments on the proposed FY 2025-26 water and sewer rates.

#2 – To close the public hearing on the proposed FY 2025-26 water and sewer rates.

#3 – To adopt as presented the resolution established the FY 2025-26 sewer and water fees and charges pursuant to Chapters 51 and 53 of the Village of Lake Orion Code of Ordinances.

VILLAGE OF LAKE ORION
COUNTY OF OAKLAND
STATE OF MICHIGAN

RESOLUTION NO. 2025-___

A RESOLUTION ESTABLISHING SEWER AND WATER FEES AND CHARGES PURSUANT TO
CHAPTERS 51 AND 53 OF THE VILLAGE OF LAKE ORION CODE OF ORDINANCES.

WHEREAS, Chapter 51 of the Village of Lake Orion Code of Ordinances permits the Village Council to establish certain sewer fees and charges by resolution of the Village Council at a regular meeting after a public hearing; and

WHEREAS, Chapter 53 of the Village of Lake Orion Code of Ordinances permits the Village Council to establish certain water fees and charges by resolution of the Village Council at a regular meeting after a public hearing; and

WHEREAS, The Village Manager has submitted recommendations on necessary adjustments to water and sewer fees and charges; and

WHEREAS, The Lake Orion Village Council held a public hearing on the proposed water and sewer fees and charges pursuant to Village code on June 23, 2025;

NOW, THEREFORE, BE IT RESOLVED that the Lake Orion Village Council does hereby establish the following sewer and water fees and charges pursuant to Chapters 51 and 53 of the Village of Lake Orion Code of Ordinances effective July 1, 2025, unless otherwise indicated:

SEWER FEES AND CHARGES

1. Capital Connection Charges:

- a. \$1,000.00 per connection if paid in cash; \$1,500.00 per connection if payment deferred (pursuant to Section 51.25(A))
- b. ~~\$2,060.00~~ ~~\$2,000.00~~ **\$3,000.00** for the first residential equivalent unit (REU); ~~\$206.00~~ ~~\$200.00~~ **\$300.00** for each additional unit or fraction thereof (pursuant to Section 51.25(B)) effective upon adoption of this resolution and to increase by three percent (3%) on each July 1 thereafter

2. Lateral Benefit Fees:

- a. \$2,500.00 per connection if paid in cash; \$3,750.00 per connection if payment deferred (pursuant to Section 51.26(A))

- b. \$3,713.00 per connection (pursuant to Section 51.26(B)), with said fee to increase by three percent (3%) on each July 1 thereafter

3. Sewage Disposal Charges:

a. Metered usage charges:

- i. ~~\$7.17~~ \$8.97 per unit

b. Residential Unmetered usage charges (equal to base cost and cost for 33.42 units plus 10%):

- i. ~~\$372.44~~ \$537.00 per quarter

c. Quarterly base surcharge (per quarter) regardless of whether water is on or off:

- i. Metered up to 1" - ~~\$98.96~~ \$164.70
- ii. Metered 1" - ~~\$176.07~~ \$292.80
- iii. Metered 1.5" - ~~\$396.15~~ \$658.80
- iv. Metered 2" - ~~\$704.26~~ \$1,171.21
- v. Metered 3" - ~~\$1,584.59~~ \$2,635.22

d. Industrial Waste Control (IWC) Charges – Set by Great Lakes Water Authority (schedule attached)

e. Pollutant Surcharges – Set by Great Lakes Water Authority (schedule attached)

4. Debt charges – Included in ready-to-serve charge

5. Permit and inspection fees – Set by Oakland County Water Resources Commissioner’s Office

6. Service or Repairs to Private Property or Lines – Set by Oakland County Water Resources Commissioner’s Office

WATER FEES AND CHARGES

1. Water Tap and Meter Fees:

- a. ¾" tap - ~~\$2,215.00~~ \$2,700.00
- b. 1" tap - ~~\$2,460.00~~ \$3,000.00

- c. 1-1/2" tap - ~~\$3,198.00~~ \$3,900.00
- d. 2" tap - ~~\$4,182.00~~ \$5,100.00
- e. Greater than 2" tap - ~~\$5,535.00~~ \$6,800.00 tap fee. Customer is responsible for making the tap and to pay for the meter at cost plus 20% administrative fee

2. Quarterly Ready to Serve Charges (per quarter) regardless of whether water is on or off:

- a. Metered up to 1" - ~~\$79.98~~ \$97.66
- b. Metered 1" - ~~\$99.98~~ \$122.08
- c. Residential unmetered - ~~\$99.98~~ \$122.08
- d. Metered 1.5" - ~~\$279.92~~ \$341.78
- e. Metered 2" - ~~\$535.85~~ \$654.28
- f. Metered 3" - ~~\$1,199.74~~ \$1,464.89

3. Water Usage Charges: ~~\$6.78~~ \$7.30 per unit

4. Water Turn-On and Turn-Off Charge - \$75.00

5. Cross Connection Inspection Fee - Actual contractor cost plus 10% administrative fee

6. Service or Repairs to Private Property, Meters, or Lines - Actual labor, material, and equipment cost plus ten percent (10%) administrative fee; contractual overtime labor charges apply outside of regular working hours

BE IT FURTHER RESOLVED that these rates shall automatically adjust annually by three percent (3%) unless Village Council establishes other rates by resolution at a regular meeting after a public hearing.

THIS RESOLUTION WAS DULY ADOPTED BY THE LAKE ORION VILLAGE COUNCIL AFTER PUBLIC HEARING ON _____, 2025.

Sonja Stout, Village Clerk

Village of Lake Orion Water System				
CURRENT RATE CHARGES & NUMBER OF CUSTOMERS				
Customers Are Invoiced QUARTERLY PER				
CURRENT CHARGES RATE CLASS 1				
Village of Lake Orion Water System				
TYPE OF UNITS INVOICED	100 CUFT	NOTES		
COST PER 100 CUBIC FT.	\$6.78			
INVOICES PER YEAR	4			
METER SIZE IN INCHES	CURRENT "BASE RATE" CHARGE \$	NUMBER OF METERS / REU'S	INVOICES PER YEAR	ANNUAL INCOME
3/4	\$79.98	1209	4	\$386,783
1	\$99.98	253	4	\$101,180
1 1/2	\$279.92	30	4	\$33,590
2	\$535.85	16	4	\$34,294
3	\$1,199.74	4	4	\$19,196
4			4	\$0
6			4	\$0
8			4	\$0
10			4	\$0
12			4	\$0
TOTALS		1512		\$575,044
NAME OF PERSON PROVIDING # OF METERS COUNT		Wesley Sanchez		
WAS A REPORT USED TO GENERATE THIS DATA?		Yes BSA attached		
WAS REPORT COPIED INTO THIS FILE?		Yes BSA attached		

Current Rate Charges

Currently customers are charged based on two factors
 Consumption Charge, Which is based on gallons of water that goes through the customer's water meter.

A "Base Rate" or "RTS" charge based on the size of the customers water meter, which is listed in inches. Customers are invoiced on a quarterly basis. The number of meters listed above does NOT include irrigation meters which are not invoiced a "Base Rate" charge.

Village of Lake Orion Water System WATER OR SEWAGE INVOICED TO CUSTOMERS															
USAGE REPORTED IN		CUBIC FEET													
USAGE REPORTED IN		FISCAL YEARS													
FISCAL YEAR ENDING IN YEAR OF															
	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	COST PER UNIT	REVENUE	PERCENT OF USE	AVERAGE	MAX. YEAR	MIN. YEAR	PERCENT DIFFERENCE FROM MAX. TO MIN. YEAR	ANTICIPATED PERCENT DECREASE NEXT YEAR	UNITS USED IN RATE EVALUATION	
Village of Lake Orion Water System	12,326,613	12,156,524	11,582,298	13,197,328	10,920,877	\$6.78	\$740,435	100.0%	12,036,728	13,197,328	10,920,877	17%	0.0%	10,920,877	
TOTALS	12,326,613	12,156,524	11,582,298	13,197,328	10,920,877		\$740,435		12,036,728	13,197,328	10,920,877	17%		10,920,877	
WHO PROVIDED UNITS INVOICED REPORT?		Wesley Sanchez													
WAS THE REPORT COPIED INTO THIS EXCEL FILE?		Yes BSA file													
WAS AN ELECTRONIC COPY OF THE ORIGINAL KEPT ?		Yes BSA file													
													GALLONS OF REDUCTION	0	
														10,920,877	
<input type="checkbox"/> CHECK BOX TO CONFIRM THAT UNITS USED FOR EVALUATION WAS DISCUSSED AND CHOSEN BY COMMUNITY															

The Volumes listed above are only those gallons that are a revenue source.
 The gallons listed above were generated by the COMMUNITY. The COMMUNITY takes full responsibility for the accuracy of these numbers and the anticipated units of water invoiced used to calculate the user rates.

MICHIGAN RURAL WATER ASSOCIATION RATE EVALUATION PROGRAM

Section 9, Item A.

PRIOR YEAR ACTUALS EXPENSES (COMPARISON PURPOSES ONLY)			Village of Lake Orion Water System	PROPOSED BUDGET FOR FISCAL YEAR	YEAR 2	YEAR 3	YEAR 4	YEAR 5	
2022/2023 ACTUAL	2023/2024 ACTUAL	2024/2025 ACTUAL			PROJECTED BUDGET	PROJECTED BUDGET	PROJECTED BUDGET	PROJECTED BUDGET	
			ANNUAL PERCENT INCREASE	4.00%	4.00%	4.00%	4.00%		
			ACCT #	2025	2026	2027	2028	2029	
			OPERATING EXPENSES	2025	2026	2027	2028	2029	
\$52,077	\$61,861	\$63,717	592-556-701-000	Wages	\$66,266	\$68,917	\$71,673	\$74,540	\$77,522
\$1,994	\$5,250	\$5,250	592-556-701-013	Overtime	\$4,000	\$4,160	\$4,326	\$4,499	\$4,679
\$4,032	\$51,345	\$5,289	592-556-715-000	Social Security	\$5,289	\$5,501	\$5,721	\$5,949	\$6,187
\$10,982	\$13,200	\$13,860	592-556-716-000	Health Insurance- Medical	\$13,860	\$14,414	\$14,991	\$15,591	\$16,214
\$541	\$745	\$782	592-556-717-000	Life - Disability Insurance	\$1,111	\$1,156	\$1,202	\$1,250	\$1,300
\$1,161	\$1,260	\$1,323	592-556-718-000	Dental Insurance	\$1,596	\$1,660	\$1,726	\$1,795	\$1,867
\$88,009	\$88,732	\$88,732	592-556-719-000	Pension	\$92,281	\$95,972	\$99,811	\$103,804	\$107,956
\$205	\$263	\$276	592-556-721-000	Vision Care	\$274	\$285	\$296	\$308	\$320
\$0	\$2,500	\$2,625	592-556-722-000	Worker's Comp. Insurance	\$2,600	\$2,704	\$2,812	\$2,925	\$3,042
\$6,818	\$7,350	\$7,350	592-556-726-000	Supplies	\$4,181	\$4,348	\$4,522	\$4,703	\$4,891
\$0	\$1,575	\$1,500	592-556-741-000	Small Tools	\$1,500	\$1,560	\$1,622	\$1,687	\$1,755
\$474,971	\$500,035	\$499,653	592-556-745-000	Water Purchase -Orion Township		\$0	\$0	\$0	\$0
\$14,963	\$10,500	\$16,000	592-556-801-000	Contract Services	\$16,000	\$16,640	\$17,306	\$17,998	\$18,718
\$54,569	\$52,500	\$42,000	592-556-806-000	Engineering	\$30,000	\$31,200	\$32,448	\$33,746	\$35,096
\$0	\$1,050	\$1,050	592-556-813-000	Legal Service	\$160	\$166	\$173	\$180	\$187
\$919	\$3,150	\$3,000	592-556-931-000	Equip Repair & Maint - Misc.	\$3,000	\$3,120	\$3,245	\$3,375	\$3,510
\$3,133	\$7,800	\$7,500	592-556-931-001	Equip Repair & Maint - Hydrant	\$7,500	\$7,800	\$8,112	\$8,436	\$8,774
\$3,072	\$5,250	\$5,000	592-556-931-002	Equip Repair & Maint - Mains	\$5,000	\$5,200	\$5,408	\$5,624	\$5,849
\$9,431	\$5,250	\$5,000	592-556-931-003	Equip Repair & Maint - Meters	\$5,000	\$5,200	\$5,408	\$5,624	\$5,849
\$28,246	\$23,100	\$22,000	592-556-940-000	Equipment Rental	\$28,000	\$29,120	\$30,285	\$31,496	\$32,756
\$3,743	\$3,750	\$3,675	592-556-956-000	Dues & Miscellaneous	\$2,800	\$2,912	\$3,028	\$3,150	\$3,276
\$900	\$3,250	\$3,000	592-556-957-000	Education and Training	\$3,000	\$3,120	\$3,245	\$3,375	\$3,510
\$507,884	\$1,575	\$143,410	592-556-975-000	Capital Improvement	\$40,000	\$41,600	\$43,264	\$44,995	\$46,794
\$141,215	\$141,215	\$152,250	592-560-958-002	Water Depreciation	\$152,250	\$158,340	\$164,674	\$171,261	\$178,111
\$9,876	\$4,725	\$7,350	592-260-805-000	Audit Fees	\$7,000	\$7,280	\$7,571	\$7,874	\$8,189
\$1,626	\$0	\$0	592-260-823-001	Municipal Software	\$0	\$0	\$0	\$0	\$0
\$1,515	\$1,050	\$2,451	592-260-852-000	Miss Dig	\$2,000	\$2,080	\$2,163	\$2,250	\$2,340
\$110,000	\$63,718	\$127,436	592-260-959-000	Financial Administration	\$70,000	\$72,800	\$75,712	\$78,740	\$81,890
					\$0	\$0	\$0	\$0	\$0
					\$0	\$0	\$0	\$0	\$0
\$1,531,881	\$1,061,999	\$1,231,479		TOTAL	\$564,668	\$587,255	\$610,745	\$635,175	\$660,582

Water Rates 2025

EXPENSES PAGE 1

Village of Lake Orion Water System
2025

DEBT SCHEDULE / AMORTIZATION SCHEDULE PRINCIPAL & INTEREST

	1	2	3	4	5	6	7	8	9	10
FISCAL YEAR STARTING	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
2017 water srf	\$360,348	\$360,391	\$360,344	\$360,207	\$359,979	\$364,662	\$364,165	\$363,577	\$368,299	\$362,131
water main replacement phase 1&2										
DATE OF ISSUE	2018									
DATE OF MATURITY	2038									
PAID BY RATES	YES									
RESERVE REQUIREMENT	YES									
TOTAL CURRENT ANNUAL DEBT PAYMENTS	\$360,348	\$360,391	\$360,344	\$360,207	\$359,979	\$364,662	\$364,165	\$363,577	\$368,299	\$362,131
ESTIMATED COST PER REU	\$50.12	\$50.13	\$50.12	\$50.10	\$50.07	\$50.72	\$50.65	\$50.57	\$51.22	\$50.37
	1	2	3	4	5	6	7	8	9	10
EXISTING + NEW	\$360,348	\$360,391	\$360,344	\$360,207	\$359,979	\$364,662	\$364,165	\$363,577	\$368,299	\$362,131

Village of Lake Orion Water System EQUIPMENT REPLACEMENT SHORT LIVED ASSETS													
2025													
SHORT LIVED ASSETS SOMEWHERE BETWEEN 0-15 OR 20 YEARS													
FIXED ASSET INVENTORY	THESE COLUMNS ARE OPTIONAL - HIDE THEM IF NOT USING					ASSET REPLACEMENT SCHEDULE							
EQUIPMENT LIST / MAINTENANCE ACTIVITY	DESCRIPTION / MAINTENANCE HISTORY	RATING GPM - ETC	MANUFACTURE MAKE / BRAND	MODEL #	LOCATION	ORIGINAL INSTALLATION YEAR OR LAST REHAB YEAR	ESTIMATED NORMAL INTENDED USEFUL LIFE	CURRENT AGE	NEXT ANTICIPATED REPLACEMENT YEAR	REMAINING LIFE - YEARS BEFORE REPLACEMENT	TOTAL REPLACEMENT COST	PERCENT OF ASSET LEFT	PERCENT CONSUMED
reliability study	updated every 5 yr.		NFE			2021	5	4	2026	1	\$3,000	20%	80%
5/8-3/4" meters	1197 meters @ \$120.00 each		neptune			2008	20	16	2028	3	\$143,640	15%	85%
1" meters	213 meters @ \$230.00 each		neptune			2008	20	16	2028	3	\$48,990	15%	85%
1.5" meters	32 meters @ \$575.00 each		neptune			2008	20	16	2028	3	\$18,400	15%	85%
2" meters	15 meters @ \$765.00		neptune			2008	20	16	2028	3	\$11,475	15%	85%
3" meters	3 meters @ \$2700.00		neptune			2008	20	16	2028	3	\$8,100	15%	85%
r900 antenna	1460 total @ \$96.00		neptune			2017	20	7	2037	12	\$140,160	60%	40%
meter reading software upgrades	5000		neptune			2025	10	11	2035	10	\$5,000	100%	0%
meter reading hardware	1 each @ \$16,500.00		BSA			2013	20	11	2033	8	\$16,500	40%	60%

Village of Lake Orion Water System													
EQUIPMENT REPLACEMENT SHORT LIVED ASSETS													
2025													
SHORT LIVED ASSETS SOMEWHERE BETWEEN 0-15 OR 20 YEARS													
FIXED ASSET INVENTORY		THESE COLUMNS ARE OPTIONAL - HIDE THEM IF NOT USING				ASSET REPLACEMENT SCHEDULE							
EQUIPMENT LIST / MAINTENANCE ACTIVITY	DESCRIPTION / MAINTENANCE HISTORY	RATING GPM - ETC	MANUFACTURE MAKE / BRAND	MODEL #	LOCATION	ORIGINAL INSTALLATION YEAR OR LAST REHAB YEAR	ESTIMATED NORMAL INTENDED USEFUL LIFE	CURRENT AGE	NEXT ANTICIPATED REPLACEMENT YEAR	REMAINING LIFE - YEARS BEFORE REPLACEMENT	TOTAL REPLACEMENT COST	PERCENT OF ASSET LEFT	PERCENT CONSUMED
											\$395,265	33%	

EQUIPMENT REPLACEMENT SHORT LIVED ASSETS - RUNNING BALANCE SHEET				
			COST OF LIVING INCREASE:	4.00%
			CURRENT RESERVE BALANCE APPLIED TO THIS ACCOUNT - INCLUDES RRI BALANCE:	\$150,000
			AVG. INTEREST RATE IN SAVINGS:	0.10%
ANNUAL COLA ADJUSTMENT AS ADOPTED BY COUNCIL			0.00%	
Annual Funding Applied to Budget / Rates			\$25,000	
USDA RURAL DEVELOPMENT "RRI" ANNUAL RESERVE - ALL LOANS			\$0	
USDA R.D. BOND RESERVE LOAN 1 BECOMES AVAILABLE FOR RRI IN YEAR OF				
USDA R.D. LOAN 1 ANNUAL BOND RESERVE(S)				
USDA R.D. BOND RESERVE LOAN 2 BECOMES AVAILABLE FOR RRI IN YEAR OF				
USDA R.D. LOAN 2 ANNUAL BOND RESERVE(S)				
YEAR	PURPOSE	ANNUAL REPLACEMENT EXPENDITURES WITH C.O.L.	FUNDING WITH COLA	RUNNING BALANCE
2025	SEE EQUIPMENT LIST FOR DETAILS OF ANTICIPATED PURCHASES	\$0	\$25,000	\$175,175
2026		\$3,120	\$25,000	\$197,230
2027		\$0	\$25,000	\$222,427
2028		\$258,278	\$25,000	(\$10,628)
2029		\$0	\$25,000	\$14,362
2030		\$0	\$25,000	\$39,376
2031		\$3,720	\$25,000	\$60,695
2032		\$0	\$25,000	\$85,756
2033		\$21,780	\$25,000	\$89,062
2034		\$0	\$25,000	\$114,151
2035		\$7,000	\$25,000	\$132,265
2036		\$4,320	\$25,000	\$153,077
2037		\$207,437	\$25,000	(\$29,206)
2038		\$0	\$25,000	(\$4,236)
2039		\$0	\$25,000	\$20,760
2040		\$0	\$25,000	\$45,781
2041		\$4,920	\$25,000	\$65,907
2042		\$0	\$25,000	\$90,973
2043		\$0	\$25,000	\$116,064
2044		\$0	\$25,000	\$141,180
2045	\$9,000	\$25,000	\$157,321	
				\$312,000

Village of Lake Orion Water System	2025		
CAPITAL IMPROVEMENT PROJECTS SUMMARY		PERCENT DOWN PAYMENT	2%
CAPITAL IMPROVEMENT IDEAS WERE GENERATED FROM		NOTES	

MRWA DOES NOT RECOMMEND OR SUGGEST FINANCING OPTIONS. IT IS UP TO THE COMMUNITY AND THEIR ADVOCATES TO DECIDE WHAT FINANCING OPTIONS WORK BEST FOR THEM AND THEIR FUTURE PROJECTS.

ENTER ITEMS ON THIS PAGE FIRST - THEN SEE INDIVIDUAL PAGES FOR ENTERING DETAILS ON EACH PROJECT -

CAPITAL PROJECTS - FOR DETAILS OF EACH PROJECT SEE INDIVIDUAL PAGES	ESTIMATED PROJECT COST	CASH CONTRIBUTION FROM RATES	AMOUNT FINANCED	COMPLETE IN YEAR OF	IS THIS YEAR FLEXIBLE?	MONEY NEEDED ANNUALLY
water meter radio towers	\$100,000	\$100,000	\$0	2028		\$33,333
lead service line replacement	\$80,000	\$80,000	\$0	2040		\$5,333
			\$0			\$0
			\$0			\$0
			\$0			\$0
			\$0			\$0
			\$0			\$0
			\$0			\$0

\$180,000	\$180,000	\$0			\$38,667
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CAPITAL IMPROVEMENT RUNNING BALANCE PROJECTIONS & ANNUAL FUNDING				
ANNUAL COST OF LIVING INCREASE TO PROJECTS				4.00%
E BALANCE APPLIED TO CAPITAL IMPROVEMENTS				<u>\$15,000</u>
AVG. INTEREST RATE IN SAVINGS				0.00%
IF AN ANNUAL COLA RATE ADJUSTMENT PERCENT OF				0.00%
<p>RUNNING BALANCE COLUMN REFLECTS THIS FUND ONLY. THE AVERAGE ANNUAL FUNDING DOES NOT REFLECT ANY EXTRA REVENUE GENERATED BY FUTURE ANNUAL RATE INCREASES. FOR A TRUE RUNNING BALANCE OF THE OVERALL HEALTH OF THE WATER SYSTEM SEE THE 10 YEAR PROJECTIONS PAGE.</p>				
YEAR	PROJECT	ANNUAL EXPENDITURES	AVERAGE ANNUAL FUNDING AMOUNT IN RATE BUDGET	RUNNING BALANCE
2025		\$0	<u>\$15,000</u>	\$30,000
2026		\$0	\$15,000	\$45,000
2027		\$0	\$15,000	\$60,000
2028		\$112,000	\$15,000	(\$37,000)
2041		\$0	\$15,000	\$30,000

MICHIGAN RURAL WATER ASSOCIATION RATE EVALUATION PROGRAM

Section 9, Item A.

FINAL ANALYSIS RATE CALCULATION - CURRENT FISCAL YEAR	2025				RTS CHARGE			VOLUME CHARGE
Village of Lake Orion Water System	ANNUAL BUDGET	PERCENT FIXED EXPENSES	ASSIGNED AS FIXED EXPENSES	ANTICIPATED ANNUAL METER EQUIVALENTS	COST PER METER EQUIVALENT	ASSIGNED AS VARIABLE EXPENSES	ANTICIPATED EQUIVALENT UNITS	\$ COST PER 100 CUBIC FEET
OPERATING EXPENSES	\$564,668	30%	\$169,400	7,190	\$23.56	\$395,268	109,209	\$3.619
PURCHASED WATER	\$534,618	30%	\$160,385	7,190	\$22.31	\$374,233	109,209	\$3.427
OPERATION & MAINTENANCE EXPENSES	\$1,099,286		\$329,786		\$45.87	\$769,500		\$7.046
DEBT - PRINCIPAL & INTEREST ANNUAL PAYMENTS								
2017 water srf	\$360,348	100.00%	\$360,348	7,190	\$50.12	\$0	109,209	\$0.00
ANNUAL DEBT PAYMENTS PRINCIPAL & INTEREST	\$360,348		\$360,348		\$50.12	\$0		\$0.00
ANNUAL O & M + DEBT	\$1,459,634		\$690,134		\$95.99	\$769,500		\$7.05
NON SALES INCOME	\$0	30%	\$0		\$0.00	\$0		\$0.000
REVENUE COLLECTED THROUGH RATES	\$1,459,634		\$690,134			\$769,500		
CALCULATED RATE O & M + DEBT					\$95.99			\$7.05
METER EQUIVALENT								
QUARTER								
CURRENT RATE					\$79.98			\$6.78
RESERVES								
EQUIPMENT REPLACEMENT AVERAGE ANNUAL BUDGETED AMOUNT	\$25,000	30%	\$7,500	7,190	\$1.04	\$17,500	109,209	\$0.16
EQUIPMENT REPLACEMENT & RESERVE REQUIREMENTS	\$25,000		\$7,500		\$1.04	\$17,500		\$0.16
CAPITAL IMPROVEMENT AVERAGE ANNUAL BUDGETED AMOUNT	\$15,000	30%	\$4,500	7,190	\$0.63	\$10,500	109,209	\$0.10
WHAT IF - ENTER A FIGURE IN CELL "K60" TO SEE HOW MUCH REVENUE IS GENERATED	\$0			7,190		\$0	109,209	\$0.00
CAPITAL + EQUIPMENT & RRI RESERVES	\$40,000		\$12,000		\$1.67	\$28,000		\$0.26

MICHIGAN RURAL WATER ASSOCIATION RATE EVALUATION PROGRAM

Section 9, Item A.

ADOPTED BUDGET	\$1,499,634		\$702,134	7,190		\$797,500	109,209	
		30.00%	47%			53%		
REVENUE COLLECTED CALCULATED RATES	\$1,499,634		\$702,134			\$797,500		
REVENUE COLLECTED CURRENT RATES	\$1,315,479							
CALCULATED RATE PER METER EQUIVALENT			PER QUARTER	\$97.66	RATE PER 100 CUFT		\$7.30	
ANNUAL METER EQUIVALENTS / REU'S COUNT	7,190		CURRENT RATES	\$79.98			\$6.78	
ANTICIPATED EQUIVALENT GALLONS / UNITS	109,209		PERCENT INCREASE	22.10%			7.71%	
INVOICES PER YEAR	4		INCREASE OF	\$17.68			\$0.52	
TOTAL NUMBER OF CUSTOMERS / METERS	1,512			0			<u>\$7.30</u>	
ANTICIPATED UNITS INVOICED	10,920,877							
GALLONS USED	4,000							
AMOUNT OF BILL	\$207.19							
PERCENT INCREASE	14%					EVERY MILLION GALLONS GENERATES REVENUE OF	\$7,303	
NOTES	PERCENT RESERVE	2.7%						

TYPICAL BILL COMPARISON USING NEW RATES							
<i>Village of Lake Orion Water System</i>							
<u>CURRENT RATES</u>				<u>NEW / CALCULATED RATES</u>			
RTS		\$79.98		\$97.66			
COST PER UNIT		\$6.78		\$7.30			
COST PER UNIT OF WATER \$7.30			QUARTERLY				

METER SIZE IN INCHES	CUBIC FT USED	VOLUME CHARGE	BASE RATE CHARGE	NEW BILL	OLD BILL	CHANGE IN BILL	PERCENT INCREASE
3/4	300	\$21.91	\$97.66	\$119.56	\$100.32	\$19.24	19.2%
3/4	800	\$58.42	\$97.66	\$156.08	\$134.22	\$21.86	16.3%
3/4	1,500	\$109.54	\$97.66	\$207.19	\$181.68	\$25.51	14.0%
3/4	2,500	\$182.56	\$97.66	\$280.22	\$249.48	\$30.74	12.3%
3/4	3,500	\$255.59	\$97.66	\$353.24	\$317.28	\$35.96	11.3%

1	10,000	\$730.25	\$122.08	\$852.33	\$777.98	\$74.35	9.6%
1 1/2	15,000	\$1,095.38	\$341.78	\$1,437.16	\$1,296.92	\$140.24	10.8%
2	25,000	\$1,825.63	\$654.28	\$2,479.91	\$2,230.85	\$249.06	11.2%
3	50,000	\$3,651.26	\$1,464.89	\$5,116.16	\$4,589.74	\$526.42	11.5%
4	100,000	\$7,302.53	\$0.00	\$7,302.53	\$6,780.00	\$522.53	8%
6	600,000	\$43,815.17	\$0.00	\$43,815.17	\$40,680.00	\$3,135.17	8%
8	1,000,000	\$73,025.28	\$0.00	\$73,025.28	\$67,800.00	\$5,225.28	8%
10	229,492	\$16,758.72	\$0.00	\$16,758.72	\$15,559.56	\$1,199.16	8%
12	1,500,000	\$109,537.92	\$0.00	\$109,537.92	\$101,700.00	\$7,837.92	8%
GALLONS INCLUDED MIN BILL				0	0		

Village of Lake Orion Sanitary Sewer System
CURRENT RATE CHARGES & NUMBER OF CUSTOMERS
 Customers Are Invoice **QUARTERLY PER**

CURRENT CHARGES RATE CLASS 1

Village of Lake Orion Sanitary Sewer System

TYPE OF UNITS INVOICED	100 CUFT	NOTES		
COST PER 100 CUBIC FT.	\$7.17			
INVOICES PER YEAR	4			
METER SIZE IN INCHES	CURRENT "BASE RATE" CHARGE \$	NUMBER OF METERS / REU'S	INVOICES PER YEAR	ANNUAL INCOME
3/4	\$98.96	1020	4	\$403,757
1			4	\$0
1 1/2			4	\$0
2			4	\$0
3			4	\$0
4			4	\$0
6			4	\$0
8			4	\$0
10			4	\$0
12			4	\$0
TOTALS		1020		\$403,757

NAME OF PERSON PROVIDING # OF METERS COUNT	Wesley Sanchez
---	----------------

WAS A REPORT USED TO GENERATE THIS DATA?	Yes BSA
WAS REPORT COPIED INTO THIS FILE?	Yes BSA

Current Rate Charges

Currently customers are charged based on two factors
 Consumption Charge, Which is based on gallons of water that goes through the customer's water meter.

A "Base Rate" or "RTS" charge based on the size of the customers water meter, which is listed in inches. Customers are invoiced on a quarterly basis. The number of meters listed above does NOT include irrigation meters which are not invoiced a "Base Rate" charge.

THIS PAGE USES THE CURRENT RATE CHARGES AND CALCULATES THE REVENUE GENERATED BASED ON THE CURRENT RATES AND THE NUMBER OF CUSTOMERS AND UNITS OF WATER ENTERED INTO THE PROGRAM. IF ALL DATA IS CORRECT THE CALCULATED RATES SHOWN AT THE BOTTOM OF THE PAGE SHOULD BE RELATIVELY CLOSE TO THE ACTUAL REVENUE COLLECTED LAST YEAR.

CURRENT REVENUE BASED ON CURRENT RATE CHARGES

Village of Lake Orion Sanitary Sewer System		Sewer multi Commercial	RATE CLASS 3	RATE CLASS 4	RATE CLASS 5	RATE CLASS 6	2025
	Village of Lake Orion Sanitary Sewer System	Sewer Multi Commercial	\$0.00	\$0.00	\$0.00	\$0.00	REVENUE
	New Cost per Unit of Water Sold						NEW RATES
\$ PER 100 CUFT	\$7.170	\$7.170	\$7.170	\$7.170	\$7.170	\$7.170	
UNITS Sold	53,465	29,132	0	0	0	0	82,597
Income	\$383,345	\$208,876	\$0	\$0	\$0	\$0	\$592,221
PERCENT OF USAGE	65%	35%	0%	0%	0%	0%	
PERCENT REVENUE	65%	35%	0%	0%	0%	0%	

METER SIZE	NEW BASE RATE PER QUARTER						
3/4	\$98.960	\$99.040	\$0.000	\$0.000	\$0.000	\$0.000	
NO. CUSTOMERS	1,020	109	0	0	0	0	
INVOICES PER YEAR	4	4	4	4	4	4	
ANNUAL INVOICES	4,080	436	0	0	0	0	
INCOME	\$403,756.80	\$43,181.44	\$0.00	\$0.00	\$0.00	\$0.00	\$446,938
1	\$0.00	\$176.07	\$0.00	\$0.00	\$0.00	\$0.00	
NO. CUSTOMERS	0	29	0	0	0	0	
INVOICES PER YEAR	4	4	4	4	4	4	
ANNUAL INVOICES	0	116	0	0	0	0	
INCOME	\$0.00	\$20,424.12	\$0.00	\$0.00	\$0.00	\$0.00	\$20,424
1 1/2	\$0.00	\$396.15	\$0.00	\$0.00	\$0.00	\$0.00	
NO. CUSTOMERS	0	19	0	0	0	0	
INVOICES PER YEAR	4	4	4	4	4	4	
ANNUAL INVOICES	0	76	0	0	0	0	
INCOME	\$0.00	\$30,107.40	\$0.00	\$0.00	\$0.00	\$0.00	\$30,107
2	\$0.00	\$704.26	\$0.00	\$0.00	\$0.00	\$0.00	
NO. CUSTOMERS	0	11	0	0	0	0	
INVOICES PER YEAR	4	4	4	4	4	4	
ANNUAL INVOICES	0	44	0	0	0	0	
INCOME	\$0.00	\$30,987.44	\$0.00	\$0.00	\$0.00	\$0.00	\$30,987
3	\$0.00	\$1,584.59	\$0.00	\$0.00	\$0.00	\$0.00	
NO. CUSTOMERS	0	3	0	0	0	0	
INVOICES PER YEAR	4	4	4	4	4	4	
ANNUAL INVOICES	0	12	0	0	0	0	
INCOME	\$0.00	\$19,015.08	\$0.00	\$0.00	\$0.00	\$0.00	\$19,015
CURRENT Fixed Income "RTS"							\$547,472
CURRENT VOLUME "UNITS WATER INVOICED" INCOME							\$592,221
CURRENT INCOME - GENERATED WITH CURRENT RATES RTS & UNITS INVOICED							\$1,139,693
LAST YEARS NON-SALES INCOME							\$45,000
LAST YEARS CALCULATED COMBINED INCOME							\$1,184,693

MICHIGAN RURAL WATER ASSOCIATION RATE EVALUATION PROGRAM

Section 9, Item A.

PRIOR YEAR ACTUALS EXPENSES (COMPARISON PURPOSES ONLY)			ACCT #	Village of Lake Orion Sanitary Sewer System	PROPOSED BUDGET FOR FISCAL YEAR	YEAR 2	PERCENT INCREASE FROM PREVIOUS YEAR
2022/2023 ACTUAL	2023/2024 ACTUAL	2024/2025 ACTUAL		ANNUAL PERCENT INCREASE		PROJECTED BUDGET	
				OPERATING EXPENSES	2025	2026	3.00%
\$0	\$0	\$45	592-548-722-000	Worker's Comp. Insurance	\$34	\$35	3.00%
\$435	\$901	\$840	592-548-726-000	Supplies	\$840	\$865	3.00%
\$13,680	\$28,316	\$18,955	592-548-801-000	Contract Services	\$504,872	\$520,018	3.00%
\$0	\$0	\$0	592-548-813-000	Legal Service	\$0	\$0	3.00%
\$876,241	\$990,887	\$946,480	592-548-831-000	Sewage Disposal Costs	\$577,778	\$595,111	3.00%
\$52	\$0	\$0	592-548-956-000	Dues & Miscellaneous	\$0	\$0	3.00%
\$0	\$0	\$335,127	592-548-965-490	TRF OUT SEWER CONTRUCTION FUND	\$0	\$0	3.00%
\$0	\$0	\$5,803	592-548-975-001	Capital Improvements - SAW	\$5,803	\$5,977	3.00%
\$9,545	(\$0)	\$69,707	592-548-992-000	DRAIN BOND PRINCIPAL	\$68,129	\$70,173	3.00%
\$7,393	\$59,307	\$23,713	592-548-995-000	Bond Interest	\$20,527	\$21,143	3.00%
\$3,500	\$3,995	\$3,500	592-260-805-000	Audit Fees	\$3,500	\$3,605	3.00%
\$0	\$0	\$0	592-260-823-001	Municipal Software		\$0	3.00%
\$1,356	\$2,334	\$2,451	592-260-852-000	Miss Dig	\$1,000	\$1,030	3.00%
\$116,700	\$121,368	\$127,436	592-260-959-000	Financial Administration	\$63,808	\$65,722	3.00%
\$128,642	\$128,642	\$136,500	592-560-968-000	Sewer Depreciation	\$136,500	\$140,595	3.00%
						\$0	3.00%
						\$0	3.00%
						\$0	3.00%
\$1,157,544	\$1,335,749	\$1,670,557		TOTAL	\$1,382,791	\$1,424,275	

MICHIGAN RURAL WATER ASSOCIATION RATE EVALUATION PROGRAM

Section 9, Item A.

YEAR 3	PERCENT INCREASE FROM PREVIOUS YEAR	YEAR 4	YEAR 5
PROJECTED BUDGET		PROJECTED BUDGET	PROJECTED BUDGET
3.00%		3.00%	3.00%
2027	3.00%	2028	2029
\$36	3.00%	\$37	\$38
\$891	3.00%	\$918	\$945
\$535,619	3.00%	\$551,687	\$568,238
\$0	3.00%	\$0	\$0
\$612,965	3.00%	\$631,354	\$650,294
\$0	3.00%	\$0	\$0
\$0	3.00%	\$0	\$0
\$6,156	3.00%	\$6,341	\$6,531
\$72,278	3.00%	\$74,446	\$76,680
\$21,777	3.00%	\$22,430	\$23,103
\$3,713	3.00%	\$3,825	\$3,939
\$0	3.00%	\$0	\$0
\$1,061	3.00%	\$1,093	\$1,126
\$67,694	3.00%	\$69,725	\$71,816
\$144,813	3.00%	\$149,157	\$153,632
\$0	3.00%	\$0	\$0
\$0	3.00%	\$0	\$0
\$0	3.00%	\$0	\$0
\$1,467,003		\$1,511,013	\$1,556,343

Village of Lake Orion Sanitary Sewer System					YEAR 2	YEAR 3	YEAR 4	YEAR 5	
ACCOUNT #	NON-SALES & OTHER REVENUE	2022/2023 ACTUAL	2023/2024 ACTUAL	2024/2025 ACTUAL	2025	2026	2027	2028	2029
592-000-620-000	Sewer Penalty Fees	\$15,144	\$12,771	\$12,000	\$15,000				
592-000-664-000	Sewer Interest Earned	\$22,128	\$29,303	\$49,371	\$30,000				
TOTAL INCOME (NON SALES)		\$37,272	\$42,074	\$61,371	\$45,000	\$0	\$0	\$0	\$0
AVERAGE NON SALES INCOME			\$39,673	\$46,906	\$46,429	\$37,111	\$26,593	\$11,250	\$0
Portion of (Non Sales) Revenue Guaranteed :					\$35,000	\$35,000	\$35,000	\$35,000	\$35,000
Percent Applied Towards Fixed Rate RTS Charge - PERCENT applied per REU					45%	45%	45%	45%	45%
ANNUAL DOLLARS APPLIED TOWARDS FIXED BUDGET - BASE RATE - RTS					\$15,750	\$15,750	\$15,750	\$15,750	\$15,750
TOTAL ANNUAL RESIDENTIAL EQUIVALENT UNITS "REU'S"					5,532	5,532	5,532	5,532	5,532
REDUCTION PER REU PER BILLING PERIOD					\$2.85	\$2.85	\$2.85	\$2.85	\$2.85
ANNUAL DOLLARS APPLIED TOWARDS VARIABLE BUDGET - PER UNIT					\$19,250	\$19,250	\$19,250	\$19,250	\$19,250
ANNUAL UNITS OF WATER OR SEWER INVOICED					82,597	82,597	82,597	82,597	82,597
REDUCTION PER UNIT OF WATER OR SEWER					\$0.23	\$0.23	\$0.23	\$0.23	\$0.23
THIS REVENUE WILL BE RE-APPLIED BACK TO THE WATER BUDGET WHICH WILL LOWER THE RATES.									

Village of Lake Orion Sanitary Sewer S
2025

DEBT SCHEDULE / AMORTIZATION SCHEDULE PRINCIPAL & INTEREST

	1	2	3	4	5	6	7	8	9	10
FISCAL YEAR STARTING	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Water and Sewage Disposal System Revenue Bonds	\$304,667	\$303,666	\$293,827	\$292,327	\$290,577	\$288,577	\$286,327	\$283,827	\$286,077	\$282,827
Sanitary pump; station improvements										
DATE OF ISSUE	2025									
DATE OF MATURITY	2036									
PAID BY RATES	YES									
RESERVE REQUIREMENT	YES									
TOTAL CURRENT ANNUAL DEBT PAYMENTS	\$304,667	\$303,666	\$293,827	\$292,327	\$290,577	\$288,577	\$286,327	\$283,827	\$286,077	\$282,827
ESTIMATED COST PER REU	\$55.07	\$54.89	\$53.11	\$52.84	\$52.52	\$52.16	\$51.76	\$51.30	\$51.71	\$51.12
EXISTING + NEW	\$304,667	\$303,666	\$293,827	\$292,327	\$290,577	\$288,577	\$286,327	\$283,827	\$286,077	\$282,827

MICHIGAN RURAL WATER ASSOCIATION RATE EVALUATION PROGRAM

Section 9, Item A.

FINAL ANALYSIS RATE CALCULATION - CURRENT FISCAL YEAR		2025				RTS CHARGE		VOLUME CHARGE	
Village of Lake Orion Sanitary Sewer System	ANNUAL BUDGET	PERCENT FIXED EXPENSES	ASSIGNED AS FIXED EXPENSES	ANTICIPATED ANNUAL METER EQUIVALENTS	COST PER METER EQUIVALENT	ASSIGNED AS VARIABLE EXPENSES	ANTICIPATED EQUIVALENT UNITS	\$ COST PER 100 CUBIC FEET	
OPERATING EXPENSES	\$1,382,791	45%	\$622,256	5,532	\$112.48	\$760,535	82,597	\$9.208	
OPERATION & MAINTENANCE EXPENSES	\$1,382,791		\$622,256		\$112.48	\$760,535		\$9.208	
DEBT - PRINCIPAL & INTEREST ANNUAL PAYMENTS									
Water and Sewage Disposal System Revenue Bonds	\$304,667	100.00%	\$304,667	5,532	\$55.07	\$0	82,597	\$0.00	
ANNUAL DEBT PAYMENTS PRINCIPAL & INTEREST	\$304,667		\$304,667		\$55.07	\$0		\$0.00	
ANNUAL O & M + DEBT	\$1,687,458		\$926,923		\$167.55	\$760,535		\$9.21	
NON SALES INCOME	\$35,000	45%	\$15,750		\$2.85	\$19,250		\$0.233	
REVENUE COLLECTED THROUGH RATES	\$1,652,458		\$911,173			\$741,285			
CALCULATED RATE O & M + DEBT	METER EQUIVALENT		QUARTER		\$164.70			\$8.97	
			CURRENT RATE		\$98.96			\$7.17	
ADOPTED BUDGET	\$1,687,458		\$926,923	5,532		\$760,535	82,597		
		45.00%	55%			45%			
REVENUE COLLECTED CALCULATED RATES	\$1,652,458		\$911,173			\$741,285			
REVENUE COLLECTED CURRENT RATES	\$1,139,693								
CALCULATED RATE PER METER EQUIVALENT					PER QUARTER	\$164.70	RATE PER 100 CUFT	\$8.97	
ANNUAL METER EQUIVALENTS / REU'S COUNT 5,532			CURRENT RATES		\$98.96			\$7.17	
ANTICIPATED EQUIVALENT GALLONS / UNITS 82,597			PERCENT INCREASE		66.43%			25.17%	
INVOICES PER YEAR 4			INCREASE OF		\$65.74			\$1.80	
TOTAL NUMBER OF CUSTOMERS / METERS 1,191			Sewer Multi Commercial		\$164.83			\$8.97	
ANTICIPATED UNITS INVOICED 8,259,709									
GALLONS USED 4,000									
AMOUNT OF BILL \$299.32									
PERCENT INCREASE 45%						EVERY MILLION GALLONS GENERATES REVENUE OF		\$8,975	
NOTES	PERCENT RESERVE	0.0%							

TYPICAL BILL COMPARISON USING NEW RATES

Village of Lake Orion Sanitary Sewer System

	<u>CURRENT RATES</u>	<u>NEW / CALCULATED RATES</u>
RTS	\$98.96	\$164.70
COST PER UNIT	\$7.17	\$8.97

COST PER UNIT OF WATER **\$8.97**

QUARTERLY

METER SIZE IN INCHES	CUBIC FT USED	VOLUME CHARGE	BASE RATE CHARGE	NEW BILL	OLD BILL	CHANGE IN BILL	PERCENT INCREASE
3/4	300	\$26.92	\$164.70	\$191.63	\$120.47	\$71.16	59.1%
3/4	800	\$71.80	\$164.70	\$236.50	\$156.32	\$80.18	51.3%
3/4	1,500	\$134.62	\$164.70	\$299.32	\$206.51	\$92.81	44.9%
3/4	2,500	\$224.37	\$164.70	\$389.07	\$278.21	\$110.86	39.8%
3/4	3,500	\$314.11	\$164.70	\$478.82	\$349.91	\$128.91	36.8%

1	10,000	\$897.47	\$292.80	\$1,190.27	\$717.00	\$473.27	66.0%
1 1/2	15,000	\$1,346.21	\$658.80	\$2,005.01	\$1,075.50	\$929.51	86.4%
2	25,000	\$2,243.68	\$1,171.21	\$3,414.88	\$1,792.50	\$1,622.38	90.5%
3	50,000	\$4,487.35	\$2,635.22	\$7,122.57	\$3,585.00	\$3,537.57	98.7%
4	100,000	\$8,974.71	\$0.00	\$8,974.71	\$7,170.00	\$1,804.71	25%
6	600,000	\$53,848.26	\$0.00	\$53,848.26	\$43,020.00	\$10,828.26	25%
8	1,000,000	\$89,747.10	\$0.00	\$89,747.10	\$71,700.00	\$18,047.10	25%
10	229,492	\$20,596.24	\$0.00	\$20,596.24	\$16,454.58	\$4,141.67	25%

12	1,500,000	\$134,620.65	\$0.00	\$134,620.65	\$107,550.00	\$27,070.65	25%
GALLONS INCLUDED MIN BILL			0	0			



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: June 23, 2025

TOPIC Proposed 2025-2031 Capital Improvement Plan

BACKGROUND BRIEF:

Village Council is scheduled to hold a public hearing to receive public comment on the proposed 2025-2031 Capital Improvement Plan.

Council held a work session on June 9, 2025, to review and discuss the draft plan.

The proposed plan will be presented to the Planning Commission for comment at its July 7, 2025, regular meeting prior to final submission to the Village Council on June 14.

Attached is the proposed six-year capital improvement plan.

SUMMARY OF PREVIOUS COUNCIL ACTION:

06/09/2025 – Council held a work session meeting to review, discuss, and make changes to the proposed 2025-2031 Capital Improvement Plan.

FINANCIAL IMPACT:

The draft Capital Improvement Plan identifies \$26,114,272 in capital needs for the Village over the next six years to be funded from a variety of sources.

RECOMMENDED MOTION:

#1 – To open the hearing to receive public comments on the proposed Village of Lake Orion 2025-2031 Capital Improvement Plan.

#2 – To close the public hearing on the proposed Village of Lake Orion 2025-2031 Capital Improvement Plan.

#3 – To refer the proposed Village of Lake Orion 2025-2031 Capital Improvement Plan to the Planning Commission for review and comment and to schedule the plan for consideration for adoption at the Village Council's July 14, 2025, regular meeting.



**CAPITAL IMPROVEMENT PROGRAM
FY 2025-26 THROUGH FY 2030-31**

Approved by Village Council on _____, 2025

ACKNOWLEDGMENTS

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

LAKE ORION VILLAGE COUNCIL

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

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Sonja Stout, Clerk/Treasurer
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DOWNTOWN DEVELOPMENT AUTHORITY

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

CONSULTANTS AND PARTNERS

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

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INTRODUCTION

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

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

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

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

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

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

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

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

CAPITAL IMPROVEMENT PROGRAM OVERVIEW

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

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

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

CAPITAL IMPROVEMENT PROGRAM AND THE BUDGET PROCESS

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

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

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

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

PROCESS FOR THE CAPITAL IMPROVEMENT PROGRAM

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

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

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

CAPITAL IMPROVEMENT PROGRAM CRITERIA

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

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

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

CAPITAL IMPROVEMENT PROGRAM FUNDING

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CAPITAL IMPROVEMENT PROGRAM FINANCIAL PLAN

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

VILLAGE OF LAKE ORION CAPITAL IMPROVEMENT PROGRAM SUMMARY

	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	TOTAL
BY DEPARTMENT OR ACTIVITY:							
Council	0	0	0	0	0	0	0
Manager	0	0	3,000	0	0	0	3,000
Clerk	2,000	0	0	0	0	0	2,000
Finance/Treasury	8,000	0	0	0	0	0	8,000
General Activities	10,000	0	0	0	0	0	10,000
Building/Planning/Zoning	2,000	45,000	0	0	0	0	47,000
Police	77,700	84,500	141,500	66,500	146,500	12,400	529,100
Public Works	47,000	300,000	45,000	45,000	0	0	437,000
Parks & Recreation	140,000	0	0	0	0	0	140,000
DDA Public Infrastructure	0	400,000	150,000	150,000	150,000	150,000	1,000,000
Facilities	86,500	75,000	0	0	0	0	161,500
Major Streets	79,000	159,000	84,000	153,000	153,000	153,000	781,000
Local Streets	547,000	435,000	518,000	550,000	550,000	550,000	3,150,000
Sidewalks	24,000	44,000	44,000	44,000	44,000	44,000	244,000
Water	101,250	81,250	7,581,250	450,000	0	0	8,213,750
Sanitary Sewer	5,428,619	5,636,303	0	278,000	0	0	11,342,922
Storm Sewer	5,000	5,000	5,000	5,000	5,000	5,000	30,000
Cemetery	0	15,000	0	0	0	0	15,000
TOTAL:	6,558,069	7,280,053	8,571,750	1,741,500	1,048,500	914,400	26,114,272

	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	TOTAL
BY FUNDING SOURCE:							
Operating Revenue	0	0	0	0	0	0	0
General Fund	251,500	131,000	24,000	21,000	11,000	11,000	449,500
Public Works Fund	7,000	0	10,000	10,000	0	0	27,000
Major Streets	62,000	81,000	48,500	83,000	78,000	78,000	430,500
Local Streets	148,750	108,750	134,500	142,500	137,500	137,500	809,500
Police Fund	79,700	84,500	141,500	66,500	146,500	12,400	531,100
Solid Waste	0	0	0	0	0	0	0
DDA	0	0	0	0	0	0	0
Capital Improvement	0	0	0	0	0	0	0
DDA Public Infrastructure	0	400,000	150,000	150,000	150,000	150,000	1,000,000
Motor Pool	0	0	0	0	0	0	0
Sidewalk Fund	0	0	0	0	0	0	0
Water & Sewer Fund	113,250	310,250	91,250	738,000	0	0	1,252,750
Cemetery Fund	10,000	15,000	5,000	5,000	0	0	35,000
Bond Issue	4,678,619	4,657,303	6,000,000	0	0	0	15,335,922
Grant	752,500	759,000	1,509,000	9,000	9,000	9,000	3,047,500
Special Assessment	454,750	433,250	458,000	516,500	516,500	516,500	2,895,500
Millage	0	0	0	0	0	0	0
Other	0	300,000	0	0	0	0	300,000
TOTAL:	6,558,069	7,280,053	8,571,750	1,741,500	1,048,500	914,400	26,114,272

VILLAGE MANAGER CAPITAL IMPROVEMENT PROGRAM

PROJECT NO.	CAPITAL ITEM	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	TOTALS
27-VM-01	Laptop Computer w/ Docking			3,000				3,000
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0

TOTALS:	0	0	3,000	0	0	0	0	3,000
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FUNDING SOURCES:

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

TOTALS:	0	0	3,000	0	0	0	0	3,000
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BUILDING/PLANNING/ZONING CAPITAL IMPROVEMENT PROGRAM

PROJECT NO.	CAPITAL ITEM	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	TOTALS
25-BPZ-01	Desktop Computer for Planning and Zoning Coordinator	2,000						2,000
26-BPZ-01	Community Master Plan Update		30,000					30,000
26-BPZ-02	Parks & Recreation Master Plan Update		15,000					15,000
								0
								0
								0
								0
								0
								0
								0

TOTALS:	2,000	45,000	0	0	0	0	0	47,000
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FUNDING SOURCES:

	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	TOTALS
Operating Revenue							0
General Fund	2,000	45,000					47,000
Major Streets							0
Local Streets							0
Police Fund							0
Solid Waste							0
DDA							0
Capital Improvement							0
DDA Bond & Property							0
Redevelopment Fund							0
DDA Public Infrastructure							0
Motor Pool							0
Water & Sewer Fund							0
Cemetery Fund							0
Bond Issue							0
Grant							0
Special Assessment							0
Millage							0
Other							0

TOTALS:	2,000	45,000	0	0	0	0	0	47,000
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POLICE CAPITAL IMPROVEMENT PROGRAM

PROJECT NO.	CAPITAL ITEM	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	fy 30-31	TOTALS
								0
25-POL-01	Police Vehicle - Equip	10,000						10,000
25-POL-02	Taser Replacements (8)	7,300	7,300	7,300	7,300	7,300	7,300	43,800
26-POL-01	Public Radar Sign		5,000					5,000
27-POL-01	Police Vehicle Replacement			75,000		80,000		155,000
25-POL-03	Ford Maverick	35,000						35,000
26-POL-02	Lidar Unit		8,000					8,000
25-POL-04	Vehicle Camera Replacement (5)	9,100	9,100	9,100	9,100	9,100		45,500
25-POL-05	Body Camera Replacement (8)	5,100	5,100	5,100	5,100	5,100	5,100	30,600
26-POL-03	Special Event Safety Equipment		20,000	20,000	20,000	20,000		80,000
26-POL-04	Public Safety Technology		25,000	25,000	25,000	25,000		100,000
26-POL-05	Rifles (2)		5,000					5,000
	Bicycle Patrol Equipment	11,200						11,200
TOTALS:		77,700	84,500	141,500	66,500	146,500	12,400	529,100

FUNDING SOURCES:

	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	fy 30-31	TOTALS
Operating Revenue							0
General Fund							0
Major Streets							0
Local Streets							0
Police Fund	77,700	84,500	141,500	66,500	146,500	12,400	529,100
Solid Waste							0
DDA							0
Capital Improvement							0
DDA Bond & Property							0
Redevelopment Fund							0
DDA Public Infrastructure							0
Motor Pool							0
Water & Sewer Fund							0
Cemetery Fund							0
Bond Issue							0
Grant							0
Special Assessment							0
Millage							0
Other							0
TOTALS:	77,700	84,500	141,500	66,500	146,500	12,400	529,100

MAJOR STREETS CAPITAL IMPROVEMENT PROGRAM

PROJECT NO.	CAPITAL ITEM	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	TOTALS
25-MAJ-01	Crack Sealing	21,000	3,000	3,000	3,000	3,000	3,000	36,000
25-MAJ-02	PAMP Treatment Program "A"	58,000						58,000
26-MAJ-01	PAMP Treatment Program "B"		156,000					156,000
27-MAJ-01	PAMP Treatment Program "C"			81,000				81,000
28-MAJ-01	Future Projects (undetermined)				150,000	150,000	150,000	450,000
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0

TOTALS:	79,000	159,000	84,000	153,000	153,000	153,000	153,000	781,000
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FUNDING SOURCES:

	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	TOTALS
Operating Revenue							0
General Fund							0
Major Streets	50,000	81,000	43,500	78,000	78,000	78,000	408,500
Local Streets							0
Police Fund							0
Solid Waste							0
DDA							0
Capital Improvement							0
DDA Bond & Property							0
Redevelopment Fund							0
DDA Public Infrastructure							0
Motor Pool							0
Water & Sewer Fund							0
Cemetery Fund							0
Bond Issue							0
Grant							0
Special Assessment	29,000	78,000	40,500	75,000	75,000	75,000	372,500
Millage							0
Other							0

TOTALS:	79,000	159,000	84,000	153,000	153,000	153,000	153,000	781,000
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WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM

PROJECT NO.	CAPITAL ITEM	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	TOTALS
27-WAT-01	Water Main Replacement Phase III & IV			7,500,000				7,500,000
25-WAT-01	Lead Service Line Replacement - 20 per year - including engineering	81,250	81,250	81,250				243,750
28-WAT-01	Water Meter Replacement				350,000			350,000
28-WAT-02	Water Meter Radio Read Tower				100,000			100,000
25-WAT-02	Cut and cap old wellhead in DPW cold barn	20,000						20,000
								0
								0
								0
								0
								0
								0
								0

TOTALS: 101,250 81,250 7,581,250 450,000 0 0 8,213,750

FUNDING SOURCES:

	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	TOTALS
Operating Revenue							0
General Fund							0
Major Streets							0
Local Streets							0
Police Fund							0
Solid Waste							0
DDA							0
Capital Improvement							0
DDA Bond & Property							0
Redevelopment Fund							0
DDA Public Infrastructure							0
Motor Pool							0
Water & Sewer Fund	101,250	81,250	81,250	450,000			713,750
Cemetery Fund							0
Bond Issue			6,000,000				6,000,000
Grant			1,500,000				1,500,000
Special Assessment							0
Millage							0
Other							0

TOTALS: 101,250 81,250 7,581,250 450,000 0 0 8,213,750

SANITARY SEWER SYSTEM CAPITAL IMPROVEMENT PROGRAM

PROJECT NO.	CAPITAL ITEM	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	TOTALS
25-SAN-01	Pump Stations Upgrade Phase II	5,428,619						5,428,619
26-SAN-01	Pump Stations Upgrade Phase III		5,407,303					5,407,303
26-SAN-02	Sewer Open Cut - 2 Locations, 40 LF		69,000					69,000
26-SAN-03	Sewer Point Repair - 2 locations		30,000					30,000
26-SAN-04	Sewer Spot Liner - 15 locations, 44 LF		46,000					46,000
26-SAN-05	Sewer Pressure Test - 12 locations		16,000					16,000
26-SAN-06	Sewer Seal Joints - 15 locations		10,000					10,000
26-SAN-07	Sewer Tap Repair - 1 location		1,000					1,000
26-SAN-08	Heavy Clean, Pre Post CCTV		32,000					32,000
26-SAN-09	Manhole Repair		25,000					25,000
28-SAN-01	Sewer Line Pipe - 3 locations, 744 LF				69,000			69,000
28-SAN-02	Sewer Spot Liner - 21 locations, 56 LF				51,000			51,000
28-SAN-03	Sewer Pressure Test - 29 locations, 1,150 LF				46,000			46,000
28-SAN-04	Sewer Seal Joints - 32 locations				22,000			22,000
28-SAN-05	Sewer Tap Repair - 4 locations				6,000			6,000
28-SAN-06	Heavy Clean, Pre Post CCTV				84,000			84,000
								0
								0
								0
TOTALS:		5,428,619	5,636,303	0	278,000	0	0	11,342,922

FUNDING SOURCES:

	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	TOTALS
Operating Revenue							0
General Fund							0
Major Streets							0
Local Streets							0
Police Fund							0
Solid Waste							0
DDA							0
Capital Improvement							0
DDA Bond & Property Redevelopment Fund							0
DDA Public Infrastructure							0
Motor Pool							0
Water & Sewer Fund		229,000		278,000			507,000
Cemetery Fund							0
Bond Issue	4,678,619	4,657,303					9,335,922
Grants	750,000	750,000					1,500,000
Special Assessment							0
Millage							0
Other							0
TOTALS:		5,428,619	5,636,303	0	278,000	0	11,342,922

STORM SEWER SYSTEM CAPITAL IMPROVEMENT PROGRAM

PROJECT NO.	CAPITAL ITEM	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	TOTALS
25-STM-01	Storm Sewer Manhole Repairs	5,000	5,000	5,000	5,000	5,000	5,000	30,000
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0

TOTALS:	5,000	5,000	5,000	5,000	5,000	5,000	5,000	30,000
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FUNDING SOURCES:

	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	TOTALS
Operating Revenue							0
General Fund	5,000	5,000	5,000	5,000	5,000	5,000	30,000
Major Streets							0
Local Streets							0
Police Fund							0
Solid Waste							0
DDA							0
Capital Improvement							0
DDA Bond & Property							0
Redevelopment Fund							0
DDA Public Infrastructure							0
Motor Pool							0
Water & Sewer Fund							0
Cemetery Fund							0
Bond Issue							0
Grant							0
Special Assessment							0
Millage							0
Other							0

TOTALS:	5,000	5,000	5,000	5,000	5,000	5,000	5,000	30,000
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COUNCIL ACTION SUMMARY SHEET

MEETING DATE: June 23, 2025

TOPIC Future of Public Works Department Leaf Collection Services

BACKGROUND BRIEF:

Council is scheduled to hold a public hearing to receive public comments on the future of the Public Works Department's Spring and Fall leaf collection program. Council directed Administration to schedule a public hearing in June on this matter as a result of discussions during the Council's recent budget work sessions.

Public Works Director Sanchez will give a brief presentation on the Department's program at Monday's meeting prior to the opening of the public hearing. Attached are copies of the presentation and the cost analysis provided to Council during the budget work sessions.

SUMMARY OF PREVIOUS COUNCIL ACTION:

04/22/2025 – Council directs administration to schedule a public hearing during one of the June meetings to gather public input on whether to continue the Village's leaf pickup service.

FINANCIAL IMPACT:

The 2024 total cost for the leaf collection program was \$32,134.05, including labor, fuel, equipment repairs, and disposal. Total cost excluding equipment repairs was \$23,284.05. It should be noted that the leaf vacuum and leaf collection box equipment will still be needed if the program is discontinued in order to clear leaves from the cemeteries, parks, and other Village properties.

RECOMMENDED MOTION:

None

Village of Lake Orion DPW Leaf Collection

Schedule

- The Village will again provide curbside leaf pick up to Village residents. We encourage you to rake your leaves to the curb as early in the season as possible, as Michigan weather conditions are unpredictable.

- The schedule for leaf pick up is as follows:

-
-

- Section 1 – East of M-24
- Section 2 – West of M-24 and east of the Lake
- Section 3 – The Islands - Swiss Village ... Bellevue... Recreation Heights ... Park Island

In the spring depending on weather DPW collects leaves for 3 additional weeks as needed

	Pick Up Starts	Last Pick Up
Section 1	Week 1	Week 4
Section 2	Week 2	Week 5
Section 3	Week 3	Week 6

DPW Equipment Used for Leaf Collection

2007 GMC 5-yard dump truck (same truck used to plow major streets in winter)

2004 Leaf Vacuum

2018 Leaf Collection Box

Yard Rakes

Just a side note: If we no longer provided leaf collection we would still need to use this equipment to remove the leaves from all village properties. (6 parks, 2 cemeteries, Village Hall, DPW Yard and all Village Parking Lots)



How does this all get paid for

VILLAGE OF LAKE ORION DPW TIME SHEET												Week Beginning _____			
												Week Ending _____			
	Employee Signature _____				Department Head Approval _____								Payroll Use		
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Hours	Code(s)	Hours	Code(s)	Total			
	Hours	Code(s)	Hours	Code(s)	Hours	Code(s)	Hours	Code(s)	Hours	Code(s)	Hours	Code(s)	Hours	Code(s)	Total
DPW															
Holiday															
Vacation															
Sick															
Personal															
Comp Used															
Building															
Leaf P/U															
Mechanical															
DDA															
Cemetery															
Parks															
Stormwater															
MAJOR STREET															
Rtn Maint															
Traffic															
Wntr Maint															
LOCAL STREET															
Rtn Maint															
Traffic															
Wntr Maint															
WATER/SEWER															
General															
Staking															
Mtr Read															
Mtr Repr															
Hydr Repr															
Flushing															
Main Repr															
Turn Off/On															
Tap / Main															
Constr															
TOTAL HOURS		+		+		+		+		+		+		=	TOTAL HOURS

Village of Lake Orion – Annual Leaf Collection Cost Analysis
Prepared for: Village Manager Darwin McClary
Date: February 18, 2025

Overview

The Village of Lake Orion Department of Public Works (DPW) conducts leaf collection twice per year:

- **Fall Collection:** 6 weeks (341 hours in 2024)
- **Spring Collection:** 3 weeks (164 hours in 2024)
- **Total Hours:** 505 hours
- **Total Labor Cost:** \$18,356.75

Annual Costs Breakdown

1. **Labor Costs:** \$18,356.75
2. **Fuel Costs:** \$1,927.30
3. **Equipment Repair (2024):** \$8,850
4. **Leaf Disposal:** \$3,000

Equipment Investment History

- **Leaf Vacuum (2004):** \$13,800 (Bell Equipment)
- **Leaf Collection Box (2005):** \$7,000
- **Leaf Collection Box (2016):** \$7,100

Total 2024 Operating Cost

- **Total Expenses:** \$32,134.05 (Labor, Fuel, Repairs, and Disposal)
- **Excluding Repairs:** \$23,284.05 (Annual Operating Cost without major repairs)

Considerations for Discussion

- **Equipment Aging:** The leaf vacuum, purchased in 2004, is now 20 years old and may require additional maintenance or replacement.
 - **Long-Term Cost Management:** Evaluating potential equipment replacement or alternative collection methods to optimize efficiency and reduce ongoing repair costs.
 - **Budget Impact:** Ensuring sustainable funding for continued operations and potential capital investments.
-

Darwin McClary

From: matt szadyr <mszadyr@gmail.com>
Sent: Thursday, June 5, 2025 3:00 PM
To: Darwin McClary; Sonja Stout
Subject: Public Notice Leaf Pick up program

Please accept this letter as an official written public comment to be included in the record for the next Village Council meeting. I respectfully request that this letter be **distributed to all Village Council members** in advance of any decisions regarding the future of curbside leaf pickup.

I am writing as a resident of Lake Orion regarding the proposed elimination of the Village’s curbside loose leaf pickup program. I understand that budget decisions must balance efficiency, cost, and service, but I believe residents deserve clarity on how such changes will impact the community — both in terms of resources and financial planning.

Specifically, I would appreciate more information on the following points:

1. Disposition of Equipment:

What are the Village’s plans for the specialized equipment previously used for leaf pickup (such as vacuum trucks)? Will this equipment be sold, reassigned to other duties, or stored indefinitely? If a sale is anticipated, will the revenue be returned to the general fund or designated for a specific purpose?

2. Reallocation of Operating Funds:

With the discontinuation of this service, what will happen to the budget previously allocated for seasonal staffing, fuel, equipment maintenance, and disposal costs associated with leaf pickup? Will these funds remain within the Public Works budget, or will they be reallocated?

3. Support for Utility Projects or Rate Relief:

Given the significant water and sewer infrastructure needs — including maintenance of water mains and the sewer lake pump project — could some of the cost savings be redirected toward these capital improvements? Alternatively, would there be any opportunity to pass cost savings back to residents through rate stabilization or a reduction in future water and sewer charges?

This is an issue that affects nearly every household in the Village, and I believe residents would appreciate transparent communication on the long-term impact of this service change. I would welcome the opportunity to hear more about your plans during a future council meeting or in a community update.

Thank you for your time and your ongoing service to the Village of Lake Orion

Thank You
Matt Szadyr



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: June 23, 2025

TOPIC Discussion on Monthly versus Quarterly Water and Sewer Utility Billing

BACKGROUND BRIEF:

At the May 29, 2025 Village Council Special Meeting regarding Water and Sewer Rates for the 2025-2026 fiscal year, Council made a motion to include postage costs of switching from quarterly billing to monthly billing on the agenda for discussion. The purpose was to evaluate whether the Village should transition from quarterly to monthly water billing.

SUMMARY OF PREVIOUS COUNCIL ACTION:

05/29/2025 – Council directed Administration to include the postage costs for monthly versus quarterly utility billing on the June 9, 2025 Village Council regular meeting agenda.

06/09/2025 – Council engaged in discussion about transitioning from quarterly to monthly billing. Topics included concerns about budgeting impacts for residents, the potential for hidden costs in monthly bills, the benefits of monthly billing, and the associated costs of shifting from quarterly to monthly billing. Council agreed to wait until after the Public Hearing on June 23, 2025, to gather public input on the matter. Residents were encouraged to contact Council members via email to share their feedback. No action was taken, but Council requested that the item be added to the June 23, 2025, meeting agenda.

FINANCIAL IMPACT:

The Village currently bills for water service on a quarterly basis and previously utilized postcards for billing. However, due to numerous complaints from residents about not receiving the postcards, the Village transitioned to paper billing in the form of letters. The current postage cost for mailing letters is \$0.69 per piece, resulting in a quarterly expense of \$1,052.25 and an annual cost of \$4,209.00. If the Village were to switch to monthly billing, postage expenses would increase by approximately \$8,053 annually, assuming postage rates remain unchanged for the upcoming fiscal year.

RECOMMENDED MOTION:

To authorize Administration to transition from quarterly to monthly water and sewer utility billings for customers commencing in November 2025 and to provide notice to customers on the July utility bills of the impending change in billing schedule.

Postage Costs Comparison					
	Printed Bills	Mailing Cost	Per Billing	Annual Quarterly	Annual Monthly
Post card	1525	\$0.56	\$854.00	\$3,416.00	\$10,248.00
Letters	1525	\$0.69	\$1,052.25	\$4,209.00	\$12,627.00

MICHIGAN RURAL WATER ASSOCIATION RATE EVALUATION PROGRAM

Section 10, Item A.

FINAL ANALYSIS RATE CALCULATION - CURRENT FISCAL YEAR	2025				RTS CHARGE			VOLUME CHARGE
Village of Lake Orion Water System	ANNUAL BUDGET	PERCENT FIXED EXPENSES	ASSIGNED AS FIXED EXPENSES	ANTICIPATED ANNUAL METER EQUIVALENTS	COST PER METER EQUIVALENT	ASSIGNED AS VARIABLE EXPENSES	ANTICIPATED EQUIVALENT UNITS	\$ COST PER 100 CUBIC FEET
OPERATING EXPENSES	\$564,668	30%	\$169,400	7,190	\$23.56	\$395,268	109,209	\$3.619
PURCHASED WATER	\$534,618	30%	\$160,385	7,190	\$22.31	\$374,233	109,209	\$3.427
OPERATION & MAINTENANCE EXPENSES	\$1,099,286		\$329,786		\$45.87	\$769,500		\$7.046
DEBT - PRINCIPAL & INTEREST ANNUAL PAYMENTS								
2017 water srf	\$360,348	100.00%	\$360,348	7,190	\$50.12	\$0	109,209	\$0.00
ANNUAL DEBT PAYMENTS PRINCIPAL & INTEREST	\$360,348		\$360,348		\$50.12	\$0		\$0.00
ANNUAL O & M + DEBT	\$1,459,634		\$690,134		\$95.99	\$769,500		\$7.05
NON SALES INCOME	\$0	30%	\$0		\$0.00	\$0		\$0.000
REVENUE COLLECTED THROUGH RATES	\$1,459,634		\$690,134			\$769,500		
CALCULATED RATE O & M + DEBT					\$95.99			\$7.05
METER EQUIVALENT								
QUARTER								
CURRENT RATE					\$79.98			\$6.78
RESERVES								
EQUIPMENT REPLACEMENT AVERAGE ANNUAL BUDGETED AMOUNT	\$25,000	30%	\$7,500	7,190	\$1.04	\$17,500	109,209	\$0.16
EQUIPMENT REPLACEMENT & RESERVE REQUIREMENTS	\$25,000		\$7,500		\$1.04	\$17,500		\$0.16
CAPITAL IMPROVEMENT AVERAGE ANNUAL BUDGETED AMOUNT	\$15,000	30%	\$4,500	7,190	\$0.63	\$10,500	109,209	\$0.10
WHAT IF - ENTER A FIGURE IN CELL "K60" TO SEE HOW MUCH REVENUE IS GENERATED	\$0			7,190		\$0	109,209	\$0.00
CAPITAL + EQUIPMENT & RRI RESERVES	\$40,000		\$12,000		\$1.67	\$28,000		\$0.26

MICHIGAN RURAL WATER ASSOCIATION RATE EVALUATION PROGRAM

Section 10, Item A.

ADOPTED BUDGET	\$1,499,634		\$702,134	7,190		\$797,500	109,209	
		30.00%	47%			53%		
REVENUE COLLECTED CALCULATED RATES	\$1,499,634		\$702,134			\$797,500		
REVENUE COLLECTED CURRENT RATES	\$1,315,479							
CALCULATED RATE PER METER EQUIVALENT			PER QUARTER	\$97.66	RATE PER 100 CUFT		\$7.30	
ANNUAL METER <u>EQUIVALENTS</u> / REU'S COUNT	7,190		CURRENT RATES	\$79.98			\$6.78	
ANTICIPATED <u>EQUIVALENT</u> GALLONS / UNITS	109,209		PERCENT INCREASE	22.10%			7.71%	
INVOICES PER YEAR	4		INCREASE OF	\$17.68			\$0.52	
TOTAL NUMBER OF CUSTOMERS / METERS	1,512			0			<u>\$7.30</u>	
ANTICIPATED UNITS INVOICED	10,920,877							
GALLONS USED	4,000							
AMOUNT OF BILL	\$207.19							
PERCENT INCREASE	14%					EVERY MILLION GALLONS GENERATES REVENUE OF	\$7,303	
NOTES	PERCENT RESERVE	2.7%						

TYPICAL BILL COMPARISON USING NEW RATES							
<i>Village of Lake Orion Water System</i>							
<u>CURRENT RATES</u>				<u>NEW / CALCULATED RATES</u>			
RTS		\$79.98		\$97.66			
COST PER UNIT		\$6.78		\$7.30			
COST PER UNIT OF WATER \$7.30			QUARTERLY				

METER SIZE IN INCHES	CUBIC FT USED	VOLUME CHARGE	BASE RATE CHARGE	NEW BILL	OLD BILL	CHANGE IN BILL	PERCENT INCREASE
3/4	300	\$21.91	\$97.66	\$119.56	\$100.32	\$19.24	19.2%
3/4	800	\$58.42	\$97.66	\$156.08	\$134.22	\$21.86	16.3%
3/4	1,500	\$109.54	\$97.66	\$207.19	\$181.68	\$25.51	14.0%
3/4	2,500	\$182.56	\$97.66	\$280.22	\$249.48	\$30.74	12.3%
3/4	3,500	\$255.59	\$97.66	\$353.24	\$317.28	\$35.96	11.3%

1	10,000	\$730.25	\$122.08	\$852.33	\$777.98	\$74.35	9.6%
1 1/2	15,000	\$1,095.38	\$341.78	\$1,437.16	\$1,296.92	\$140.24	10.8%
2	25,000	\$1,825.63	\$654.28	\$2,479.91	\$2,230.85	\$249.06	11.2%
3	50,000	\$3,651.26	\$1,464.89	\$5,116.16	\$4,589.74	\$526.42	11.5%
4	100,000	\$7,302.53	\$0.00	\$7,302.53	\$6,780.00	\$522.53	8%
6	600,000	\$43,815.17	\$0.00	\$43,815.17	\$40,680.00	\$3,135.17	8%
8	1,000,000	\$73,025.28	\$0.00	\$73,025.28	\$67,800.00	\$5,225.28	8%
10	229,492	\$16,758.72	\$0.00	\$16,758.72	\$15,559.56	\$1,199.16	8%
12	1,500,000	\$109,537.92	\$0.00	\$109,537.92	\$101,700.00	\$7,837.92	8%
GALLONS INCLUDED MIN BILL				0	0		

MICHIGAN RURAL WATER ASSOCIATION RATE EVALUATION PROGRAM

Section 10, Item A.

FINAL ANALYSIS RATE CALCULATION - CURRENT FISCAL YEAR		2025				RTS CHARGE		VOLUME CHARGE	
Village of Lake Orion Sanitary Sewer System	ANNUAL BUDGET	PERCENT FIXED EXPENSES	ASSIGNED AS FIXED EXPENSES	ANTICIPATED ANNUAL METER EQUIVALENTS	COST PER METER EQUIVALENT	ASSIGNED AS VARIABLE EXPENSES	ANTICIPATED EQUIVALENT UNITS	\$ COST PER 100 CUBIC FEET	
OPERATING EXPENSES	\$1,382,791	45%	\$622,256	5,532	\$112.48	\$760,535	82,597	\$9.208	
OPERATION & MAINTENANCE EXPENSES	\$1,382,791		\$622,256		\$112.48	\$760,535		\$9.208	
DEBT - PRINCIPAL & INTEREST ANNUAL PAYMENTS									
Water and Sewage Disposal System Revenue Bonds	\$304,667	100.00%	\$304,667	5,532	\$55.07	\$0	82,597	\$0.00	
ANNUAL DEBT PAYMENTS PRINCIPAL & INTEREST	\$304,667		\$304,667		\$55.07	\$0		\$0.00	
ANNUAL O & M + DEBT	\$1,687,458		\$926,923		\$167.55	\$760,535		\$9.21	
NON SALES INCOME	\$35,000	45%	\$15,750		\$2.85	\$19,250		\$0.233	
REVENUE COLLECTED THROUGH RATES	\$1,652,458		\$911,173			\$741,285			
CALCULATED RATE O & M + DEBT	METER EQUIVALENT		QUARTER		\$164.70			\$8.97	
			CURRENT RATE		\$98.96			\$7.17	
ADOPTED BUDGET	\$1,687,458		\$926,923	5,532		\$760,535	82,597		
		45.00%	55%			45%			
REVENUE COLLECTED CALCULATED RATES	\$1,652,458		\$911,173			\$741,285			
REVENUE COLLECTED CURRENT RATES	\$1,139,693								
CALCULATED RATE PER METER EQUIVALENT					PER QUARTER	\$164.70	RATE PER 100 CUFT	\$8.97	
ANNUAL METER EQUIVALENTS / REU'S COUNT 5,532			CURRENT RATES		\$98.96			\$7.17	
ANTICIPATED EQUIVALENT GALLONS / UNITS 82,597			PERCENT INCREASE		66.43%			25.17%	
INVOICES PER YEAR 4			INCREASE OF		\$65.74			\$1.80	
TOTAL NUMBER OF CUSTOMERS / METERS 1,191			Sewer Multi Commercial		\$164.83			\$8.97	
ANTICIPATED UNITS INVOICED 8,259,709									
GALLONS USED 4,000									
AMOUNT OF BILL \$299.32									
PERCENT INCREASE 45%						EVERY MILLION GALLONS GENERATES REVENUE OF		\$8,975	
NOTES	PERCENT RESERVE	0.0%							

TYPICAL BILL COMPARISON USING NEW RATES

Village of Lake Orion Sanitary Sewer System

	<u>CURRENT RATES</u>	<u>NEW / CALCULATED RATES</u>
RTS	\$98.96	\$164.70
COST PER UNIT	\$7.17	\$8.97
COST PER UNIT OF WATER	\$8.97	QUARTERLY

METER SIZE IN INCHES	CUBIC FT USED	VOLUME CHARGE	BASE RATE CHARGE	NEW BILL	OLD BILL	CHANGE IN BILL	PERCENT INCREASE
3/4	300	\$26.92	\$164.70	\$191.63	\$120.47	\$71.16	59.1%
3/4	800	\$71.80	\$164.70	\$236.50	\$156.32	\$80.18	51.3%
3/4	1,500	\$134.62	\$164.70	\$299.32	\$206.51	\$92.81	44.9%
3/4	2,500	\$224.37	\$164.70	\$389.07	\$278.21	\$110.86	39.8%
3/4	3,500	\$314.11	\$164.70	\$478.82	\$349.91	\$128.91	36.8%

1	10,000	\$897.47	\$292.80	\$1,190.27	\$717.00	\$473.27	66.0%
1 1/2	15,000	\$1,346.21	\$658.80	\$2,005.01	\$1,075.50	\$929.51	86.4%
2	25,000	\$2,243.68	\$1,171.21	\$3,414.88	\$1,792.50	\$1,622.38	90.5%
3	50,000	\$4,487.35	\$2,635.22	\$7,122.57	\$3,585.00	\$3,537.57	98.7%
4	100,000	\$8,974.71	\$0.00	\$8,974.71	\$7,170.00	\$1,804.71	25%
6	600,000	\$53,848.26	\$0.00	\$53,848.26	\$43,020.00	\$10,828.26	25%
8	1,000,000	\$89,747.10	\$0.00	\$89,747.10	\$71,700.00	\$18,047.10	25%
10	229,492	\$20,596.24	\$0.00	\$20,596.24	\$16,454.58	\$4,141.67	25%

12	1,500,000	\$134,620.65	\$0.00	\$134,620.65	\$107,550.00	\$27,070.65	25%
GALLONS INCLUDED MIN BILL			0	0			



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: June 23, 2025

TOPIC 2025 Engineering Design and Construction Standards

BACKGROUND BRIEF:

Council is scheduled to consider adopting the updated Village of Lake Orion Engineering Design and Construction Standards. The Design and Construction Standards are intended to be used in conjunction with the Zoning Ordinance in order to provide a sound, reasonable basis for the design and preparation of construction plans upon which all site improvements on all commercial and residential parcels within the Village are to be designed. The Standards are required to be used for the preparation of construction plans, which must be completed and approved prior to the issuance of a permit to construct (Zoning Compliance Permit). The construction plans lay out in detail the site improvements including sanitary sewers, storm sewers, water mains, detention/retention basins, stormwater quality control, grading and rear yard drainage, paving, sidewalks, soil erosion and sedimentation control, and alteration of grade plans and form the basis for the issuance of a permit to construct or a building permit.

The current Design and Construction Standards were adopted by the Village Council in 2013. If the Standards are adopted, ordinance amendments will be presented to the Village Council to ensure that the Standards and the Village’s ordinances do not conflict. Village Engineer Wendy Spence will be in attendance at Monday’s meeting to answer any questions of the Council regarding the proposed Standards.

SUMMARY OF PREVIOUS COUNCIL ACTION:

06/09/2025 – Council removed this item from the agenda to permit more time for Council Members to review the proposed standards.

FINANCIAL IMPACT:

None

RECOMMENDED MOTION:

To adopt the 2025 Village of Lake Orion Engineering Design and Construction Standards as presented pursuant to Chapter 151 of the Village of Lake Orion Code of Ordinances and to direct Administration

to prepare and submit to the Village Council proposed ordinance amendments to ensure that there is no conflict between the Standards and Village code.

DESIGN AND CONSTRUCTION STANDARDS

VILLAGE OF LAKE ORION
OAKLAND COUNTY, MICHIGAN



ADOPTED : May 2025

LAKE ORION VILLAGE COUNCIL

PREPARED BY
Nowak & Fraus Engineers



The following design Standards are intended to provide a basis upon which all commercial, industrial and residential sites within the Village of Lake Orion are to be designed. The review of the submitted plans will be completed by the Village Engineer, as indicated herein, or his designee. By no means are these Standards intended as a substitute for sound professional engineering judgment. It is recommended that the applicant refer to the Ordinances of the Village of Lake Orion to supplement these Standards.

**VILLAGE OF LAKE ORION
DESIGN AND CONSTRUCTION STANDARDS
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Adopted:
Design and Construction Standards

SUBMITTAL REQUIREMENTS AND REVIEW PROCEDURES

SECTION A-1 INTRODUCTION

The following Design and Construction Standards are intended to be used in conjunction with the Zoning Ordinance in order to provide a sound, reasonable basis for the design and preparation of construction plans upon which all site improvements on all commercial and residential parcels within the Village of Lake Orion are to be designed. The Standards herein are required to be used for the preparation of construction plans, which must be completed and approved prior to the issuance of a permit to construct (Zoning Compliance Permit). These plans outline the site improvements including sanitary sewers, storm sewers, water mains, detention/retention basins, stormwater quality control, grading and rear yard drainage, paving, sidewalks, soil erosion and sedimentation control, and alteration of grade plans which must be completed prior to the issuance of a permit to construct or a building permit.

1. Deviation from the Standards should be for valid reasons only and a written request justifying the deviation(s) shall be submitted to the Village Engineer for review and approval. The Village Manager may permit the proposed deviation if the Village Engineer believes that the proposed deviation would benefit the health, safety and welfare of the public or result in a more effective operation of the final constructed improvement, minimization of potential negative impacts on one or more other parcels, and/or a more efficient operation of the review process set forth in these Standards.
2. These Standards are not intended as a substitute for sound professional engineering judgment. These Design and Construction Standards incorporate the Village of Lake Orion Code of Ordinances, specifically Chapters 51, 52, 53, 92, 151, 157. It is suggested that the applicant refer to the Village of Lake Orion Code of Ordinances to supplement these Standards. The Standards are incorporated into each relevant Chapter by reference. The Standards may not apply to all conditions, and alternate solutions may be permitted as recommended by the Village.
3. Extraordinary situations will arise that are not clearly defined by the Standards. The Standards contained in this document may be inappropriate when applied to a particular situation. When such circumstances occur, the decision of the Village Manager shall govern, based on the Village Engineer's appraisal of the feasibility or safety of the proposed improvement, the effectiveness of the final constructed improvement, and/or the potential negative impacts on one or more other parcels.
4. Where standard codes, acts, and details are referenced in this document to the extent so referenced, they are adopted by reference.
5. Proposed improvement plans are not solely for review and construction but are also used to keep records of utilities for maintenance and future construction.

6. The Village Manager upon recommendation of the Village Engineer reserves the right to revise the Design and Construction Standards and Standard Details and Specifications, and fees as deemed necessary from time to time, and to require that such revised Standards be incorporated into the design plan, construction plan, and work at any time prior to final design approval.

SECTION A-2 SUBMITTAL AND APPROVAL PROCEDURES

1. All improvements to vacant land, expansions and/or modifications to existing developed parcels, redevelopment of improved parcels, and improvements or extensions to water main systems, sanitary sewers, stormwater management systems, mass grading and paving require the review and approval of detailed engineering design plans prior to the issuance of permits and start of construction. These Standards are intended to address substantial site improvements and are not intended to regulate minor individual lot improvements such as the construction of decks, sheds, home landscaping, and similar related items so long as they do not significantly impact the property on which the improvements are to occur and/or the property of adjacent owners.
2. The items found in this section contain the general requirements for the submittal of Engineering Construction Plans to the Village of Lake Orion for review, comment and approval. In addition, specific requirements pertaining to grading, soil erosion control, stormwater management, storm sewers, streets and paving, water mains, sanitary sewers, and franchise utilities follow this section and apply as stated within their respective content, in conjunction with Village General and Zoning Ordinances.

SECTION A-3 FEES AND DEPOSITS

Fees and deposits will be in accordance with the most recently adopted [Village of Lake Orion Municipal Fee Schedule](#). Fees required may include, but are not limited to:

1. Application Fee
2. Engineering Plan Review Fee
3. Construction Observation Deposit
4. As Built (Record) Plan Review Fee
5. Addressing Fees

SECTION A-4 SUBMITTALS FOR ENGINEERING / CONSTRUCTION PLANS

All applicable materials shall be submitted to the Village Planning and Development Department for distribution. Section B – Construction Plan Requirements of these Design and Construction Standards provides more specific engineering plan requirements.

Complete improvement plans bearing the seal of a Professional Engineer licensed in the State of Michigan shall be submitted for review and approval of any development or portion thereof. Construction will not be permitted prior to Village approval and receipt of all required permits.

The following items are common for all projects being submitted for engineering review:

1. One complete set of plans in electronic (pdf) format emailed to zoning@lakeorion.org and the required application and review fees must be submitted to the Village of Lake Orion, 21 E. Church St., Lake Orion, MI 48359. All plans must be prepared, sealed and signed by a Registered Professional.
2. Engineering cost estimate for the entire project.
3. Fees as outlined in the most recently adopted [Village of Lake Orion Municipal Fee Schedule](#).

SECTION A-5 ENGINEERING REVIEW PROCEDURE

1. Upon receipt of all required materials from the applicant, the Village shall provide an electronic plan set, a site development cost estimate, and any other applicable submitted materials, to the Village Engineer and all appropriate Departments for review and/or approval. The Village of Lake Orion Standard Detail sheets for Sanitary Sewer, Water Main, Storm Sewer, and Paving need not be submitted at this time.
2. The Village Engineer shall review the plans and related material for conformity to the Standards set forth herein, the Village Ordinances, the overall utility plans of the Village, and sound engineering practice. Following review, one (1) set of plans with the appropriate comments will be returned electronically to the applicant or applicant's agent with a letter summarizing the comments. Unless otherwise requested, all correspondence concerning the design of the site will be directed to the engineer or architect whose seal appears on the plan. A copy of the letter is sent to the Village Department of Public Works, Department of Planning and Development, Fire Marshal and Emergency Response personnel, and the Building Official.
3. Direction will be given at that time as to how plans must be resubmitted.

SECTION A-6 OTHER AGENCY REVIEWS

1. With the exception of public water main and sanitary sewer plans, the applicant or their designee shall be responsible for submitting plans to any public or private utility provider and any State or County agency with existing or proposed facilities or rights-of-way that may be affected by or that has jurisdiction over the proposed construction. Permits for such construction if required, shall be the responsibility of the developer.

2. For projects where the water main will become part of the public system, the Village Engineer shall notify the applicant to provide a water main permit set signed and sealed by a Michigan Registered Professional Engineer for processing, including current standard detail sheets, a completed Act 399 of 1976 permit application, and all documentation required for electronic submittal to the Michigan Department of Environment, Great Lakes and Energy (EGLE) for review and eventual issuance of a construction permit for water main systems.
3. For projects where the sanitary sewer will become part of the public system, the Village Engineer shall notify the applicant to provide a sanitary sewer permit set signed and sealed by a Michigan Registered Professional Engineer for processing, including current standard detail sheets and a completed Part 41 of Act 451 of 1994 permit application, and all documentation required for electronic submittal to Oakland County, GLWA, and the Michigan Department of Environment, Great Lakes and Energy (EGLE) for review and eventual issuance of a construction permit for sanitary sewer systems.
4. Applicant is responsible for submitting the changes requested by any State, regional or County agency back to the Village Engineer for approval.

SECTION A-7 PERMIT REQUIREMENTS

No construction may commence until permits, as applicable to the project, are secured from the appropriate agencies. Such permits include, but are not limited to the following:

1. *Village of Lake Orion*: Following the approved construction plans, a pre-construction meeting, and the remittance of all fees and deposits, a Zoning Compliance permit will be issued.
2. *Michigan Department of Environment, Great Lakes and Energy (EGLE) Water Main (Act 399)*: All water main requires a construction permit from the EGLE. The Village will directly request approval from EGLE during the course of construction plan approval.
3. *Michigan Department of Environment, Great Lakes and Energy (EGLE) Sanitary Sewer (Part 41)*: All sanitary sewer mains require a construction Permit from the EGLE. The Village will directly request approval Oakland County Water Resources, Great Lakes Water Authority (GLWA) and from EGLE during the course of construction plan approval.
4. *Oakland County Water Resources Commissioner*: All stormwater discharge and/or taps to County-controlled Drainage facilities require permit from the Oakland County Water Resources Commissioner. Applicant or Design Engineer is responsible for submittal to OCWRC.
5. *Oakland County Water Resources Commissioner (Soil Erosion)*: A permit is required for any disturbance of soil greater than one acre and/or within 500 feet of a water of the state. Applicant or Design Engineer is responsible for submittal to OCWRC.

- a. Sites less than one acre or that lie more than 500 feet from a watercourse or body of water will require Village review and approval of soil erosion control measures.
6. *Road Commission for Oakland County*: All work within existing or proposed road right of way under the jurisdiction of the Road Commission for Oakland County (RCOC), including discharges from stormwater management system to county road drainage facilities, approach work and/or utility work requires a permit. This includes any work within Heights Road or Orion Road. Applicant or Design Engineer is responsible for submittal to RCOC.
7. *National Pollutant Discharge Elimination System (NPDES) Notice of Coverage from Michigan Department of Environmental Quality*: A notice of Coverage is required for all areas disturbed greater than five (5) acres. This Notice requires inspection, restoration and record keeping requirements. Reports from the Certified Stormwater Operator shall be made available to the Village.
8. *Michigan Department of Environment, Great Lakes and Energy (EGLE) (Part 301, Part 303, and Part 31)*: A permit is required for any work within a regulated wetland or flood plain, including stormwater discharge. All areas that are considered to be “wetland” as defined by EGLE shall be indicated on the plans. No improvements will be allowed in wetlands unless EGLE issues a permit or a letter of “No Authority” for such improvements. Applicant or Design Engineer is responsible for submittals.
9. *Michigan Department of Transportation*: A permit is required for all work within State-regulated road right of way, including discharges from stormwater management system to State road drainage facilities, approach work and/or utility work. This includes any work within North Park, South Park, or South Broadway (M-24). Applicant or Design Engineer is responsible for submittal to MDOT.

All permits and payment of associated fees required to perform the work shall be the responsibility of the Applicant and/or his Designee.

SECTION A-8 EASEMENTS

1. Easements dedicated to the Village of Lake Orion shall be required for all public sanitary sewer and water main.
2. Easements for storm sewer accepting drainage from other properties must be provided. Said easements shall be to property owners, and not to the Village of Lake Orion.
3. Where necessary, temporary construction easements from adjacent property owners and/or permanent easements for off-site facilities shall be obtained by the Applicant. Copies shall be submitted to the Village Engineer for review prior to recording. Recorded copies shall be submitted to the Village prior to construction plan approval.

4. All easements must be prepared with appropriate sketches, legal descriptions, and conveyance documents, and provided to the Village Engineer for review and approval prior to recording.
5. Documents shall be in a form acceptable to the Village Engineer and the Village Attorney. Standard utility easement forms are available in [Appendix A](#).
6. Easements must be prepared and approved in draft form prior to the issuance of a building permit.

SECTION A-9 FINAL ENGINEERING / CONSTRUCTION APPROVALS / CONSTRUCTION

1. Partial approvals will not be given.
2. Applicant must submit copies of the documentation from other agencies (as applicable to the project) to the Village Engineer indicating that the plans have received approval for work within, and/or modifications to their facilities prior to the Village Engineer granting engineering construction plan approval.
3. After the plans are approved by the Village and prior to any construction, two (2) complete sets, including the Village of Lake Orion Standard Details for Sanitary Sewer, Water Main, Storm Sewer, and Paving as applicable for the project, shall be submitted to the Village Engineer for construction observation. The plans shall be stamped and signed on the cover sheet by the Licensed Engineer responsible for their preparation. All updated revisions from outside agencies shall be included on the plans. These approved plans and an identical electronic copy thereof shall be the only ones used during construction.
4. Upon engineering approval, notification will be given to the Building Official that the construction plans are approved.
5. When all approvals have been obtained and prior to starting construction, the applicant shall contact the Village Engineer to arrange a pre-construction meeting. A pre-construction meeting will not be scheduled until all of the required items listed in the Engineering Approval letter are received by the Village. In some circumstances, and at the DPW and Village Engineer discretion, a pre-construction meeting may be held prior to the receipt of all necessary permits. When such circumstances occur, the decision will be evaluated on a case-by-case basis.
6. Construction may not commence until all necessary permits are obtained, a pre-construction meeting is held, and all required fees, insurance, guarantees, and inspection escrow accounts have been deposited.

7. For quality purposes, and to satisfy the Village's MS4 permit, construction observation is required during construction. Full-time construction observation will be required during the installation of water mains, storm sewer systems including detention/retention areas, sanitary sewers, paving and any other site improvements that the Village Manager requests to insure installation and materials are in accordance with Village Standards and Specifications. This service shall be performed by the Village Engineer or other governing agency.
8. A minimum of 48 hours of notice is required to ensure the presence of an inspector when work commences.
9. All public improvements must be field staked under the supervision of the Registered Professional who prepared the plans. Staking must be in accordance with the approved plans. Cut sheets must be provided to the onsite inspector.
10. All construction must conform to the current OSHA / MIOSHA safety standards.
11. At the time of final inspection for all public improvements, the owner or his contractor shall provide all necessary labor and equipment to allow the Department of Public Works to inspect the system.
12. Generally, one inspector will be assigned to a particular project and will be responsible for that project until its completion. The contractor and the inspector may make arrangements for day-to-day inspection. Any interruption or moratorium on the flow of work may result in a re-assignment of that inspector to another project and require the normal 48-hour notice before work is resumed.
13. The applicant and/or his designee is responsible for coordination and costs of construction observation services during the entire construction process. Should the escrow account become deficient, the applicant shall be responsible to bring the account current. If the applicant does not act within two weeks the project shall be delayed, all approvals shall be suspended, and further work will not be permitted until the accounts are brought current.

SECTION A-10 INSURANCE REQUIREMENTS AND GUARANTEES

1. A Performance Guarantee shall be submitted in the amount of 100 percent of the construction cost for all underground utilities (storm sewer, sanitary sewer, and water main). An example form is included in [Appendix C](#).
2. For all work within the Village limits, Applicant shall provide proof of insurance as quoted herein. All monetary amounts may be revised at the discretion of the Village at any time and without notice.
 - a. Contractor's comprehensive general liability insurance.
 1. The contractor shall procure and shall maintain during the life of his or her contract, contractor's personal injury insurance in an amount not less than \$2,000,000 for

- injuries, including accidental death, to each person, in an amount not less than \$1,000,000 on account of each occurrence; and contractor's property damage insurance in an amount not less than \$1,000,000 each occurrence; and \$2,000,000 aggregate including completed operations and contractual liability coverage.
2. This comprehensive general liability insurance shall include coverage for explosion, collapse, underground hazards, and flooding and coverage assumed in the indemnification clause of this section of the work.
- b. Owner's protective public liability insurance. The contractor shall procure and maintain during the life of his or her contract owner's protective public liability insurance in the name of the village and Village Engineer in an amount not less than \$1,000,000 for injuries, including accidental death to each person, and in an amount not less than \$1,000,000 on account of each occurrence; and property damage in an amount not less than \$1,000,000 each occurrence, and \$2,000,000 aggregate.
 - c. Contractor's automobile bodily injury and property damage insurance.
 1. The contractor shall procure and shall maintain during the life of his or her contract automobile bodily injury insurance in an amount not less than \$1,000,000 for injuries, including accidental death, to each person, and in an amount not less than \$1,000,000 for each occurrence; and property damage in an amount not less than \$1,000,000 for each occurrence.
 2. The contractor shall procure and shall maintain during the life of his or her contract hired and non-ownership automobile bodily injury and protection damage insurance in an amount not less than \$1,000,000 for injuries, including accidental death, to each person; and in an amount not less than \$1,000,000 for each occurrence; and property damage in an amount not less than \$1,000,000 for each occurrence.
 - d. Umbrella or excess liability. The contractor is granted the option of arranging under a single policy for the full limit required for general liability and/or automobile liability or by a combination of underlying policies with the balance provided by an excess or umbrella liability policy equal to the total limit(s) requested. The umbrella or excess liability shall be in an amount not less than \$2,000,000 per occurrence and \$2,000,000 aggregate.
 - e. Worker's compensation insurance. If requested by the project owner, the contractor shall procure and shall maintain during the life of his or her contract, worker's compensation insurance, including employer's liability, in an amount not less than \$500,000 for employer's liability and a statutory rate for compensation.
 - f. Indemnification clause. The contractor shall indemnify, defend, and save harmless the village and the Engineer, their elected officials, officers, owners, consultants, agents, and employees, from and against all loss or expense (including costs and attorney fees) by reason of liability imposed by law upon the village and the Engineer, their elected officials, officers, owners, consultants, agents, and employees for damages because of bodily injury; including death at any time resulting therefrom, sustained by any person or persons or on account of damage to property, including loss of use thereof, arising out of or in consequence of the performance of this work, whether such injuries to persons or damage to property is due, or claimed to be due, to the negligence of the contractor, his or her subcontractors, the village, the Engineer, and their elected officials, officers, owners, consultants, agents, and employees, except only as such

- injury or damage shall have been occasioned by the sole negligence of the village, or their elected officials, officers, owners, agents, employees, or consultants.
- g. Proof of coverage of insurance. The contractor shall provide the village certificates of insurance for the required coverage. A guarantee that 30 days notice to the village prior to cancellation or non-renewal of or change in any such insurance shall be endorsed on each policy and certificate of insurance.
 - h. Additional insured. All insurance policies with the exception of Worker's Compensation, are to include the following additional insured:
 1. Village of Lake Orion: all elected officials, officers, owners, consultants, agents, and employees.
 2. The Village Engineer: their owners, officers, consultants, owners, agents, and employees.
 - i. Sample forms may be obtained from the village or Village Engineer.
 - j. The village to be listed as the certificate holder.
3. After construction, and prior to final acceptance of public improvements by the Village, a Maintenance Guarantee shall be submitted for all public site improvements in the amount of 100 percent of the construction cost of the sanitary sewer, water main, public storm sewer, and public streets / parking. Developer shall submit a copy of the signed contract detailing these items for review and acceptance of adequacy, or a signed and sealed cost opinion by the design engineer. An example form is included in [Appendix B](#).

SECTION A-11 RECORD DRAWINGS

1. Record drawings are prepared by the Developer's Engineer. Following the completion of the construction, the engineer may begin surveying for Record Plans. Inspector's daily reports (IDR's) will be furnished to the developer's engineer upon request for preparation of accurate record plans.
2. Record drawings are to be submitted to the Village Engineer for review and approval.
3. A punch list of items to be repaired by the contractor will be provided by the Village Engineer.
4. Record drawings shall contain a certification by the licensed professional who prepared the plans affirming that the information shown accurately represents the as-built site conditions, and the plan must bear the professional's seal and signature.
5. After approval of the record drawings, one set of drawings in electronic form in both AutoCAD compatible and PDF format must be submitted to the Village Engineer for input to the Village Asset Management system.

SECTION A-12 ACCEPTANCE OF IMPROVEMENTS

1. Final acceptance requirements for project improvements are outlined in each individual section of the Standards.
2. Owner / Contractor is to request a site inspection to determine what site improvements remain to be completed and the remaining Performance Guarantee amounts required prior to issuance of Building Permits.
3. Temporary Certificates of Occupancy (C of O) will not be issued prior to final acceptance of the site utilities. At the discretion of the Village Manager, temporary C of O may be issued if Performance Guarantee amount necessary to cover the cost of installing any remaining improvements and prepare record drawings is provided.
4. Owner / Contractor is to request a final site inspection for Final Site Plan / Zoning Compliance prior to project closeout.
5. Following acceptance of the Record Drawings by the Village Engineer, receipt of the Maintenance Guarantee as outlined in Section A-10, and completion of all required items on the Village Construction Project Closeout list, the Village Engineer will recommend acceptance of the public improvements, the Village will provide a letter of acceptance, and any remaining Performance Guarantee for public improvements may be released. Final Certificates of Occupancy may then be issued.

CONSTRUCTION PLAN REQUIREMENTS

SECTION B-1 INTRODUCTION

The following establishes the minimum requirements for engineering plans for submittal to the Village. Prior to starting any design, the Design Engineer is encouraged to make use of maps and information available at the Village and County offices. It shall be the responsibility of the Design Engineer to verify utility locations provided by the Village, Oakland County, or other agencies.

Proposed improvements must conform to the various master utility plans of the Village. Copies of these plans may be reviewed at the Department of Public Works or requested from the Village Engineer.

The plans and specifications shall be prepared by or under the supervision of a licensed professional registered in the State of Michigan and the plans shall bear the original signature and seal of that engineer. Electronic seals and signatures may be accepted at the discretion of the Village.

Construction Plans shall include the following sheets (when applicable) and the order shall generally be maintained as indicated:

- (a) Cover Sheet
- (b) Site Plan / General Plan
- (c) General Notes
- (d) Existing Conditions (Topographic and Boundary Survey)
- (e) Soil Erosion and Sediment Control Plans
- (f) Demolition Plans
- (g) Overall Grading Plans
- (h) Detailed Grading Plans
- (i) Sanitary Sewer and Water Main Plan and Profile Sheets (including basis of design)
- (j) Road and Storm Sewer Plan and Profile Sheets
- (k) Detention Area Plan and Sections with Calculations
- (l) Drainage Area Map and Storm Sewer Calculations
- (m) Traffic Staging / Signing
- (n) Soil Boring Data Sheets
- (o) Detail and Note Sheets (Project Specific)
- (p) Landscape Plans and Details
- (q) Village Standard Details

SECTION B-2 GENERAL REQUIREMENTS

1. All construction plans shall contain the latest version of the applicable Village of Lake Orion Standard Detail Sheets.
2. Plans submitted shall be twenty-four (24") inch by thirty-six (36") inch prints, and shall be neatly and accurately prepared. Judgment should be exercised in the design, layout, and presentation of the proposed improvements. Acceptable horizontal scales shall be: 1" = 20'; 1" = 30'; 1" = 40'; 1" = 50', according to the size of the site. The scale shall not be less than 1" = 20' for sites less than three acres in area and at least 1" = 50' for sites of three acres or more. Vertical scale shall be consistent with horizontal scale exaggerated by ten (10) times. For example, plans with a horizontal scale of 1" = 50' shall have a vertical scale of 1" = 5'.
3. Vertical controls shall be on NAVD 88 datum. Horizontal controls shall be in accordance with State Plane Coordinates. A note shall be added to the plans that a permanent benchmark shall be established prior to beginning grading operations.
4. 100-year flood boundary and contour elevations from the Federal Emergency Management Agency (FEMA) maps shall be indicated on the plans. If the surveyed flood plain contour differs from the FEMA mapped line, it shall be also shown and labeled.
5. Any areas that are considered to be wetlands as defined by the Michigan Department of Environment Great Lakes and Energy (EGLE) shall be indicated on the plans. No improvements will be allowed in wetlands unless EGLE issues a permit, or a letter of "No Authority", for such improvements.
6. Street names shall be approved by the Fire Marshal.
7. For proposed design plans, underlying existing information, topography, utilities, etc., shall be shown in gray or lighter line weight, while proposed improvements shall be shown in dark and heavy black lines. The legend shall clearly refer to all line symbols used.
8. Where a project lies within an area or system under jurisdiction of the County, the State or the Federal Government, the standards and requirements of the respective agencies are generally adopted by the Village. Where conflict arises, the higher standard applies, subject to interpretation by the Village Engineer.
9. The Village reserves the right to require revision or correction of any plans, that have been "approved for construction", due to errors, omissions or for unforeseen field conditions and to require that such revisions and corrections be incorporated into the work at any time prior to final acceptance of the work.

SECTION B-3 COVER SHEET

A cover sheet, or the first sheet of a set of plans, shall show the following:

1. Project Title.
2. Name, address, and phone number of property Owner.
3. Name, address and phone number of Design Engineer.
4. The seal and signature of the Registered Professional responsible for the project.
5. Location map drawn to an appropriate graphic scale, generally not greater than 1" = 100' nor smaller than 1" = 2000', with North indicator, showing location of project area with respect to the surrounding area.
6. Legal description of the property including property identification number, site address if existing, and site area in square feet and acres, gross and net.
7. Listing of submittal dates and revision submittal dates.
8. Permit Schedule listing all applicable permits with permit number and date of issue.
9. Sheet Index.

SECTION B-4 SITE PLAN / GENERAL PLAN

The plan shall comply with the requirements of the Zoning Ordinance and at a minimum show the following:

1. North arrow
2. A location map showing the approximate location of the site relative to major thoroughfares.
3. Street names and street widths, both existing and proposed
4. Lot numbers and dimensions
5. Dimensions of parking areas, drive aisles, setbacks, buildings and sidewalks
6. Subdivision or Condominium names, and permanent parcel numbers and dimensions for all unplatted parcels for the site and adjacent properties
7. All proposed and existing utilities and easements
8. Zoning classification of Applicant's parcel and all abutting parcels

9. Abutting right of way, with proposed and existing right of way width
10. For projects or subdivisions of size prohibiting the entire site from being shown on a single plan, a General Plan having a scale of one 1" = 100' or 1" = 200' shall be provided showing the overall project or subdivision showing all proposed utilities with structure labels.

SECTION B-5 TOPOGRAPHIC SURVEY / EXISTING CONDITIONS

A complete topographic survey is required for all sites, showing all existing conditions on and within 100' outside of the site. The following information shall be provided:

1. Existing off-site elevations must be given at a minimum of 50' and 100' abutting the entire perimeter of the site. Grades shall be indicated at all property corners and along all property lines. On site, elevations on a minimum fifty foot grid are required to establish the existing site drainage. Contours may be required for clarity at the discretion of the Village Engineer.
2. All existing conditions shall be indicated. Locations and elevations must be given on the following:
 - a. existing drainage courses
 - b. upstream and downstream culverts
 - c. all utilities, including sanitary, water main, gas, telephone, electrical, and similar. Inverts and finish grades are required where applicable.
 - d. sidewalks
 - e. finished grades of all adjacent buildings
 - f. all easements with width, purpose, and liber and page citations
3. Topography of existing roads shall extend across the entire site with grades shown on both sides of the street for:
 - a. Property / right-of-way line
 - b. ditch center line, if any
 - c. top of bank, if any
 - d. edge of shoulder, if any
 - e. edge of pavement or top of curb
 - f. crown or center line
4. Existing rights-of-way of adjacent roads must be indicated and width labeled.
5. Reference benchmarks, established at intervals not greater than 1,200 feet and on North American Vertical Datum of 1988 (NAVD 88), convenient to the proposed construction. Each benchmark shall be noted with number, location, description and established elevation. A minimum of two benchmarks shall be provided.
6. A minimum of two permanent project Benchmarks (NAVD 88) must be indicated on the plans. A note shall be added to the plans that a permanent benchmark shall be established

prior to beginning grading operations. These benchmarks may be the same as the reference benchmarks.

7. Property lines must be indicated by distances and bearings where applicable.
8. The Parcel Identification number and gross and net acreage of the property.
9. A legal description of the property if not shown on the Cover Sheet.

SECTION B-6 SOIL EROSION AND SEDIMENTATION CONTROL PLAN(S)

See Design and Construction Standards for Soil Erosion Control Section [2-3](#), Plan Requirements.

SECTION B-7 GRADING PLAN(S)

See Design and Construction Standards for Clearing, Grading and Surface Drainage Section [1-3](#), Plan Requirements.

SECTION B-8 PLAN AND PROFILE SHEET(S)

Plan and Profile sheets shall be prepared according the requirements outlined in the individual utility and paving sections. See Section [4-3](#) (storm sewer), Section [6-3](#) (paving), Section [7-3](#) (water main), and Section [8-3](#) (sanitary sewer). Where the site is of such size that utilities cannot each be shown on a single plan/profile sheet, a General Plan shall be provided.

SECTION B-9 DETENTION AND STORMWATER MANAGEMENT PLAN(S)

See Design and Construction Standards for Stormwater Management Systems Section [3-3](#), Plan Requirements.

SECTION B-10 DETAIL SHEETS

1. The Sanitary Sewer, Water Main, Storm Sewer, and Paving Detail sheets as adopted by the Village of Lake Orion shall be included with plan submittals as applicable and are considered a part of the Design and Construction Standards. An electronic copy of these details may be obtained from the Village Engineer or the [Village website](#).
2. Any additional detail sheets shall include complete details for all water, sewer, or storm appurtenances and structures to be included with the plans.
3. Scales for special details shall be selected to clearly portray intended construction and component or equipment arrangement and shall utilize standard engineering plan scales. Scales used shall be clearly identified.

DESIGN AND CONTRUCTION STANDARDS FOR CLEARING, GRADING AND SURFACE DRAINAGE

SECTION 1-1 GENERAL

All new subdivisions, condominiums, commercial development, or any improvement which requires site plan approval by the Village, will require a clearing, grading and drainage plan. Improvements to residential parcels that require a building permit and some sites requiring a Zoning Compliance permit, including proposed building additions, retaining walls (construction or replacement), and accessory structures will require a grading plan (“plot plan”) as determined by the Planning and Zoning Coordinator. Plans which minimize, to the extent possible, clearing and grading as well as utilize open drainage facilities are strongly encouraged and where these factors can preserve natural features the Village may require such provisions.

SECTION 1-2 DESIGN REQUIREMENTS

1. CLEARING & TREE REMOVAL

- a. Plans will generally not be approved for sites which are to be clear cut and re-landscaped. It is the intent of the Village to maintain as much of the natural landscaping and features as possible.
- b. The Village reserves the right to require trees be preserved and/or protected which they feel enhance the natural characteristics of the property to be developed. These trees may be of unique size, shape, species, location, etc.
- c. All stumps and other tree parts, litter, brush, weeds, scrap construction materials or other debris shall be removed from the site and disposed of in accordance with State and Federal law. Vegetative material may be chipped on site. Trees to be preserved or removed must be clearly identified on the plan. The method to be used for disposal of vegetative material must be shown on the plan. If trees or limbs are reduced to chips, they may be used in landscaping applications. No burning on site is permitted.

2. SITE LAYOUT

- a. Generally, a building shall not be set below the crown of the road on which it fronts, unless it is positioned far enough back from the road to insure positive drainage away from the building.
- b. Each site shall be graded to drain away from structures or units into swales. Swales shall discharge to a storm sewer, roadway gutter, ditch, stormwater management facility, or other approved drainage course.

3. GRADING

- a. Grading design and land balancing shall ensure that:
 1. No existing upstream drainage is restricted;
 2. Drainage is adequately discharged offsite with proper stormwater management controls according to section 3;
 3. The site generally drains without creating standing water;
 4. Paving slopes are in compliance with the Standards outlined in section 6;
 5. Unpaved surfaces have a maximum slope of one (1') foot vertical on four feet (4') horizontal. Slopes steeper than this require installation of a retaining wall.
 6. Sight lines are not obstructed at intersections with streets, sidewalks and paths.
- b. The grading plan shall be designed to ensure that stormwater will drain away from all building structures.
 1. The slopes shall be uniform and shall be such that the elevation of the surface of the ground at a point ten feet from the base of the building is a minimum of six inches (0.5') lower than the ground elevation at the base of the building wall.
 2. Where local setback, side yard, or rear yard requirements would result in the building being located less than ten feet from the property line, then the surface of the ground shall slope away from the building wall at a uniform minimum slope of five (5%) percent and in a manner approved by the Village.
- c. Proposed grading shall meet abutting property line elevations. Easements from adjacent property owners will be required for any offsite grading.
- d. Grading plans shall take into account desirable natural features such as trees, wetlands, steep slopes, and the character of the land which must be preserved where possible.
- e. No filling, dredging, grading, or other alteration will be allowed in any areas of land which lie either wholly or in part within the floodplain of a river, stream, creek, lake or regulated wetlands unless under the terms of a permit granted by the Michigan Department of Environment, Great Lakes and Energy (EGLE) or other governmental agency having jurisdiction, including FEMA.
- f. Topsoil stripped during construction shall be stockpiled on site. Stockpiled topsoil shall be contained by appropriate soil erosion measures to prevent the migration of soils (i.e., erosion). Stockpile locations are to be shown on the plans.

4. DRAINAGE

- a. All stormwater runoff from developed or disturbed areas of the site shall be intercepted within the boundaries of the site, collected, and conducted through a stormwater system to an approved point of discharge. At no time shall stormwater discharge from a developed site exceed the restricted rate or volume as set forth in these Standards.

- b. All development shall provide for unimpeded flow of stormwater from adjacent properties where the existing offsite land slopes to the site. The amount of runoff to be provided for from offsite lands shall be at least equal to the volume and rate of runoff from the land in the undeveloped state.
- c. All surface drainage facilities must be designed to ensure that, should a failure occur in the system, stormwater will drain away in a manner which will not impact existing or proposed structures onsite or offsite, or cause erosion.
- d. For open ditch stormwater conveyance systems, channel slopes shall be set at grades which will not cause erosion. The Design Engineer shall be responsible to provide calculations based on Manning's formula, which demonstrate the velocity and capacity of all open drainage courses based on a ten (10) year design flow in accordance with the methods as outlined in section 4 for enclosed storm sewers. The minimum longitudinal ditch grade shall be one percent (1%).
- e. Side slopes of all drainage courses shall be designed in accordance with the proposed slope maintenance. For example, grass slopes to be mowed shall be no steeper than one on four (1:4), or armored banks such as riprap or gabion lining shall be no steeper than one on two (1:2) side slopes.
- f. Stormwater runoff in excess of the rate and volume generated by the pre-developed property shall be managed in accordance with the stormwater management Standards detailed in section 3.

5. RETAINING WALLS

- a. Design details and computations sealed by a professional engineer registered in the State of Michigan shall be submitted and approved for all retaining walls greater than four (4') feet in height.
- b. Any face of a retaining wall must be a minimum of five feet (5') from the property line to provide adequate space for construction, maintenance and drainage as necessary unless appropriate off-site easements are provided.
- c. An easement over the adjacent property shall be required for any retaining wall footing which encroaches on that parcel, or where excavation (1:1 slope) for construction of footing will require encroachment.
- d. Utilities are discouraged under retaining walls. Where deemed necessary, utility shall be placed in casing pipe.
- e. Retaining wall construction requires a building permit, Zoning Compliance Permit, and, for individual home sites, submittal of a plot plan for review and approval.

SECTION 1-3 PLAN REQUIREMENTS

All clearing, grading and surface drainage plans shall be submitted to the Village for approval as part of the construction plan review, or plot plan review when required by the Planning and Zoning Coordinator for a Zoning Compliance Permit, and shall show at least, but not limited to, the following information:

1. Existing and proposed topography and ground elevation contours, with a maximum 2-foot contour interval tied together to clearly show cuts and fills. Benchmarks must be indicated on the plan, defined on the NAVD88 Datum.
2. The limits of clearing and limits of disturbance.
3. All proposed and existing storm drainage facilities, such as swales, ditches, stormwater management facilities, storm sewers, manholes, catch basins, and inlets including rim and end section finish grades, as well as inverts.
4. Stationing of centerline of street pavements where applicable, and pavement elevations at 50-foot intervals. Indicate all high and low points.
5. Top of curb or shoulder elevation opposite each front lot (unit) corner (and side lot corner for corner lots) to hundredths (0.01') of a foot.
6. Finished grade shall be indicated at the corners of all buildings and for all utility structures. Lowest floor elevation, including basement, shall be shown on the plans. Finished building grades shall be compatible with the grades of surrounding existing structures, yards, and with the existing ground at the proposed structure. The building elevation should fit into the natural topography of the individual property (lot) to the extent practical given any site constraints such as drainage or access.
7. Proposed ground elevation at each lot corner (front and rear), and side lot elevations to hundredths (0.01) of a foot, where individual lots are being developed concurrently with site improvements for which plan approval is being sought.
8. Whenever swales for lot drainage are called for on the plan, swale elevations at the high point adjacent to any buildings, even with the back, and even with the front shall be provided. General flow direction of swales shall be shown with arrows.
9. Drainage flow arrows shall be shown to indicate the direction of surface water flows.
10. Proposed elevations shall be provided for pavement, sidewalks, top of curbs, parking islands, and additional locations as required by the Village Engineer.
11. Cross sections for all proposed open conveyance facilities, including width from top of bank to top of bank, side slope grades, easement width, restoration, slope protection measures,

and other as required by the Village Engineer.

12. For open conveyance systems, drainage district delineation and area plus calculations based on Manning's equations with all assumptions or values used for the variables shown. Calculations are to include design velocity and capacity.
13. Any proposed grade separation that necessitates the provision of a retaining wall must be clearly indicated on the grading plan.
 - a. Retaining wall design and supporting calculations for any retaining wall greater than four (4') feet in height must be submitted to the Village at the time of plot plan or construction plan submittal.
 - b. The retaining wall design and supporting calculations must bear the seal and signature of a licensed professional engineer, registered to practice in the State of Michigan.
14. Retaining Walls:
 - a. Clearly indicate in plan view.
 - b. Indicate top of wall and bottom of wall elevation at minimum intervals of 25' along wall, as well as each end.
 - c. Indicate any protective guardrail or fencing, appropriate for the wall site conditions. Vehicle and/or pedestrian safety barrier is required for any wall with greater than thirty (30") inches of grade differential.
 - d. Indicate the proposed drainage system for the wall, as well as the ultimate discharge point.
 - e. A cross section must be provided indicating the following:
 1. Minimum and maximum height of wall.
 2. Material type.
 3. All structural dimensions including wall thickness and depth, width, and thickness of footing.
 4. Geo-grid (if applicable) with embedment length.
 5. Fence / guardrail (if applicable)
15. Standard Notes to be shown on the Grading Plan, including any plot plan:
 - a. At all times grading operations shall be conducted in a timely and orderly fashion, acceptable to the Village.
 - b. Grading shall be accomplished in a manner that shall adhere to required soil erosion and sedimentation control devices and sequences and shall not alter or in any way affect offsite and adjacent natural drainage.
 - c. Natural drainage flow passing through any construction site shall be accommodated at all times.
 - d. Any earth excavations and/or embankment, and any ditches or swales, shall be constructed in strict accordance with the approved plans.
 - e. Construction fencing shall be placed to delineate the limits of the clearing where appropriate to preserve natural features. Individual trees to be protected shall have protective fencing installed at the dripline of the tree. Construction fencing to be a minimum of four (4') feet high, orange or green in color, and with steel posts spaced

every ten (10') feet.

- f. All disturbed areas shall be stabilized or finished, and vegetation established as soon as possible after grading operations have been completed in the affected area.
- g. Prior to final approval by the Village, any accumulated sediment shall be removed, and flow channel(s) restored.
- h. Bank and channel armorment is to be constructed per the approved plans or per the manufacturer's suggested installation procedures for proprietary products.

SECTION 1-4 CONSTRUCTION REQUIREMENTS

1. All required soil erosion control measures and protective fencing shall be installed prior to commencement of clearing and grading activities.
2. Clearing and grading shall be accomplished in a manner that shall adhere to required soil erosion and sedimentation control devices and sequences, and in compliance with the approved clearing and grading or construction plan.

SECTION 1-5 EASEMENT REQUIREMENTS

1. Easements for drainage facilities shall be of a width adequate to provide proper access for maintenance, centered upon the facilities. Applicant shall be responsible for preparation of easement and legal conveyance documents meeting Village requirements to be reviewed by the Village Engineer and Village Attorney.
2. Such easements shall be deeded or dedicated to the Subdivision Association, Condominium Association, property owner, or entity responsible for the maintenance of the drainage facilities, with restrictions against use or occupation of easements by the property owners and/or by other utilities in any manner which would restrict maintenance or repair operations.
3. Whenever a constructed drainage facility is required to cross an adjacent property, an easement for this purpose must be provided on the adjacent property.

DESIGN AND CONSTRUCTION STANDARDS FOR SOIL EROSION AND SEDIMENTATION CONTROL

SECTION 2-1 GENERAL

This Standard establishes the minimum requirements for the design and construction of soil erosion and sedimentation control (SESC) features within the Village.

Construction and earth change activities within the Village shall be accomplished with proper safeguards to prevent soil erosion and sedimentation, consistent with Act 451 of the Public Acts of 1994 of Michigan, the Natural Resources and Environmental Protection Act, and corresponding general rules for design and construction standards.

Any site, including single family residential sites, within the Village not subject to SESC permitting through the Oakland County Water Resources Commissioner (OCWRC) by virtue of the site size or location shall be required to comply with said OCWRC Standards as most recently adopted by Oakland County.

The Village will review soil erosion control plans for conformance to the Standards cited herein and reserves the right to require control measures above and beyond those required by OCWRC.

SECTION 2-2 DESIGN CONSIDERATIONS

1. Minimize Clearing — Portions of a site near sensitive and critical areas should not be disturbed. Only the areas needed to build structures and provide access should be cleared. Limits of disturbance are to be included in the plans or on a separate Soil Erosion and Sedimentation Control (SESC) plan, if provided.
2. Perimeter Controls — Maintain sediment control practices to prevent soils from leaving the site. Common options are properly installed, located, and maintained silt fence, hydroseeded dikes, and diversions.
3. Drainage Way Stabilization — Special controls such as check dams, silt fence, vegetated buffer strips, erosion control blankets, and riprap are to be applied to the drainage way depending on their slope and length, and the disturbed areas that contribute drainage. Any temporary or permanent facility designed and constructed for the conveyance of water around, through, or from the earth change area shall be designed to limit the water flow to a non-erosive velocity.
4. Construction Phasing — Exposure to the smallest practical area for the shortest time by properly scheduling and staging project activities is preferred. Disturb only first phase areas and stabilize before beginning subsequent phases. The phases should be planned so that

earthwork is balanced within a phase; i.e., the cut from one area matches the fill requirement elsewhere. Earthmoving should occur only when it is absolutely needed. The construction sequence indicated on the plans must outline the specific order of construction that the contractor is to follow to complete a single phase.

5. Slope Protection — Clearing and grading of existing steep slopes should be avoided. Special techniques are to be used to prevent upland runoff from flowing down a slope and causing erosion. The use of silt fence at the toe of steep slopes should be carefully selected because flow velocities and sediment can quickly overload a silt fence. Additional practices may be required, such as scarification, erosion control blankets, multiple rows of silt fence, check dams, and increased mulch application rates with mulch binders and so noted on the plans.
6. Employ Advanced Settling Devices — For critical sites, some form of sediment trap, or sediment basin is required for all basin drainage accumulation points.
7. Adjust Soil Erosion and Sedimentation Control Plan for Field Conditions — The SESC measures may need to be modified during various construction phases due to discrepancies between planned and as-built grades, weather conditions, altered drainage, and unforeseen circumstances. The need for maintenance repairs or additional, specialized controls may become evident after storm events. Proposed modifications should be submitted to the Village for review and concurrence.

SECTION 2-3 PLAN REQUIREMENTS

Plans submitted to the Village shall contain the following Soil Erosion and Sedimentation Control information:

1. Site development plan showing all proposed Soil Erosion and Sedimentation Control measures.
2. Information as to how excavated material will be handled and stored to prevent erosion.
3. Proposed location of material storage and stockpiles properly protected.
4. Detail Sheet showing all proposed Soil Erosion and Sedimentation Control measures. Include the most recent OCWRC soil erosion control standard details.
5. Sequence of Construction, Operations, and Restoration.
6. Schedule for installation, maintenance, and removal of all proposed Soil Erosion and Sedimentation Control measures.
7. Limits of dewatering necessary and proposed discharge location.

8. Permanent stabilization provisions.
9. The following notes must also be included on the plans:
 - a. All erosion and sediment control work shall conform to the current Standards and Specifications of Oakland County Water Resources Commissioner and the Village of Lake Orion.
 - b. All Soil Erosion and Sedimentation Control measures shall be installed prior to the start of work on site including mobilization onto the site and until the soils on site are stabilized.
 - c. It is the responsibility of the Contractor to maintain the Soil Erosion and Sedimentation Control measures throughout the duration of the project, supplement ineffective measures, and remove all such measures at the time of established restoration and project completion.
 - d. Contractor shall make daily inspections for the effectiveness of erosion and sedimentation control measures, and any necessary repairs shall be performed without delay.
 - e. Sediment or eroded materials generated on this site shall be contained on the site and not allowed to collect on any offsite areas or in waterways, including both natural and man-made open ditches, streams, storm drains, lakes and ponds.
 - f. Staging the work will be completed by the Contractor as directed in these plans and as required to ensure progressive stabilization of disturbed areas.
 - g. Soil erosion control practices will be established in early stages of construction by the Contractor. Sediment control practices will be applied as a perimeter defense against any transporting of sediment off the site.

SECTION 2-4 CONSTRUCTION REQUIREMENTS

1. It is the responsibility of the Contractor to maintain the Soil Erosion and Sedimentation Control measures throughout the duration of the project, supplement ineffective measures, and remove all such measures at the time of established restoration and project completion.
2. Pumping or draining from trench excavation shall not be permitted into the waters of the state. It shall be the Contractor's responsibility to secure the necessary approval of owners of private land and the Village before discharging water from the trench excavation onto the private lands. Water shall be discharged in such a manner as to not cause any pollution or erosion problems. Under no circumstances may the Contractor discharge sanitary sewage onto the ground surface.

3. The Contractor shall dewater to existing storm system sewers wherever possible. Method of disposal shall be approved by the Village. All discharge from dewatering wells shall utilize properly installed filtration bags or approved sediment collection structure prior to entering any enclosed or open drainage system. Any silt or solids retained by these structures shall be removed prior to the removal of the structure. At no time will silt or similar materials be permitted to filter into a lake or natural watercourse.
4. For sites not subject to OCWRC permitting, inspections by the Village or their appointed agent will be made periodically throughout construction on the maintenance and effectiveness of the Soil Erosion and Sedimentation Control measures. Follow-up inspections may be warranted should failures be noted or additional measures needed.
5. The costs of these Village inspections will be charged against the inspection/construction observation escrow account. If inspection reveals that the controls are not being implemented or maintained, a stop work order on all site construction may be issued until the concern is addressed.

DESIGN AND CONSTRUCTION STANDARDS FOR STORMWATER MANAGEMENT SYSTEMS

PURPOSE: The purpose of this section is to establish design and construction practices that provide for the health, safety, and general welfare of the citizens of the Village by implementing the following goals:

1. Controlling the introduction of pollutants via stormwater and non-stormwater discharges to the storm drainage system and surface waters in the Village;
2. Reducing artificially induced flood damage;
3. Minimizing increased stormwater runoff rates and volumes from identified new land development and redevelopment;
4. Reducing stormwater runoff rates and volumes, soil erosion, and nonpoint source pollution, wherever practicable, from lands that were developed without stormwater management controls meeting the purposes of this section;
5. Minimizing the deterioration of existing watercourses, culverts and bridges, and other structures;
6. Encouraging water recharge into the ground where geologically favorable conditions exist;
7. Maintaining the integrity of stream channels for their biological functions, as well as for drainage and other purposes;
8. Minimizing the impact of development upon stream bank and streambed stability;
9. Reducing erosion from development or construction projects;
10. Reducing the adverse impact of changing land use on water bodies.

Where feasible, Applicants are encouraged to combine stormwater management facilities with adjacent developments. This approach is intended to reduce the number of small individual facilities and promote preservation of natural features.

The proposed drainage and stormwater management plan shall, in every way feasible, respect and conform to the natural drainage patterns within the site and the watershed in which it is located.

SECTION 3-1 GENERAL

This Standard establishes the minimum requirements for the design and construction of stormwater management systems within the Village and applies to all construction activity where stormwater runoff generated on the site will outlet to the Village’s municipal separate storm sewer system (MS4) or any surface waters.

All stormwater management systems shall be designed to the current Standards of the Village of Lake Orion, the Oakland County Water Resources Commissioner, the Road Commission for Oakland County, the Michigan Department of Transportation, and other agencies having jurisdiction over the receiving storm drainage system.

SECTION 3-2 DESIGN REQUIREMENTS

To achieve the goals and purposes of this section, the performance standard is to preserve the natural condition of water bodies included in and adjacent to the Village, in whole or in part. Unless otherwise approved, stormwater runoff shall be conveyed via natural drainage systems such as swales and vegetated buffer strips. When site conditions permit, infiltration of stormwater runoff is strongly encouraged. Stormwater managed in this way provides greater protection for surface water quality, and also assists in augmenting stream base flow, reduction of flash storm flows and prevention of stream bank erosion.

Owners and their engineers are encouraged to explore approaches to site design and construction that address and treat both stormwater quality and quantity of runoff from the site. This approach requires the consideration and use of Best Management Practices (BMPs) that function together as a system to ensure that the volume, rate, timing and pollutant load of runoff remain similar to or improve upon that which occurred under predevelopment conditions. This can be achieved through a coordinated network of structural and nonstructural methods, designed to provide both source and site control. These alternate approaches might include, but are not limited to, the following partial list of BMPs:

- (a) Green roofs;
- (b) Bioretention Systems/Bioswales;
- (c) Leaching Basins;
- (d) Water Reuse
- (e) Porous pavement;
- (f) Native landscaping
- (g) Vegetated Filter Strips.

Stormwater management must be provided for all onsite acreage unless otherwise determined by the Village. Offsite acreage originally draining across the proposed development must either be intercepted and routed through the project's storm drainage system or otherwise accommodated in a manner satisfactory to the Village.

In order to control the volume and rate of stormwater runoff at predevelopment levels, the following design criteria must be implemented:

1. CHANNEL PROTECTION VOLUME CONTROL

- a. Channel Protection Volume Control (CPVC) is required to protect watercourses from increased erosion and sedimentation, promote groundwater recharge, stabilize flow rates, and address water quality control by decreasing the Total Suspended Solids (TSS) in stormwater runoff.
- b. Channel Protection Volume Control (CPVC) shall be implemented to the Maximum Extent Practicable (MEP) in accordance with the current [OCWRC Stormwater Engineering Design Standards](#) for calculating required CPVC volume V_{CP-R} .

2. CHANNEL PROTECTION RATE CONTROL: EXTENDED DETENTION

- a. Channel Protection Rate Control (CPRC) is required to protect watercourses from increased erosion and sedimentation resulting from increased imperviousness and runoff rates.
- b. Channel Protection Rate Control (CPRC) shall be implemented to the Maximum Extent Practicable (MEP) in accordance with the current OCWRC Stormwater Engineering Design Standards for calculating required Extended Detention volume V_{ED} .

3. WATER QUALITY CONTROL

- a. Water Quality Control (WQC) is required to limit the Total Suspended Solids (TSS) in post-development stormwater runoff.
- b. Water Quality Control shall be implemented in accordance with the current OCWRC Stormwater Engineering Design Standards.

4. DETENTION AND FLOOD CONTROL

- a. Detention and Flood Control shall be implemented to manage the 100-year peak runoff rate.
- b. The required 100-year detention volume V_{100D} shall be calculated as required by the current OCWRC Stormwater Engineering Design Standards.

5. ON-SITE CONVEYANCE / FLOOD PROTECTION

- a. The "Conveyance" storm event is used to design standard levels of flood protection for streets, sidewalks, structures and properties within the development. This is typically accommodated by a combination of conveyance systems including open channels and culverts, street and roadway gutters, inlets and drains, and storm sewer systems. Other stormwater controls may affect the design of these systems.
- b. The design storms used to size the various on-site conveyance systems will be no less than a 10-year 24-hour storm event, but they may vary depending upon their location and function.
 1. Open channels, culverts, and street rights-of-way may be designed for larger events (25-to-100-year storm events) at the discretion of the Village Engineer or other governing authority.
 2. Once the initial set of controls for the 10-year or 25-year storm event are selected during the site plan design, the full build-out 100-year 24-hour storm should be routed through the on-site conveyance system and stormwater controls to determine the effects on the on-site system, adjacent property, and downstream areas.
 3. Overall the site shall be designed appropriately to safely pass the resulting flows

from the full build-out 100-year storm event with no flood waters entering habitable structures.

6. DETENTION BASINS

- a. Basin side slopes shall generally not exceed one (1') foot vertical to four (4') feet horizontal. Slopes steeper than one foot (1') vertical to four (4') feet horizontal, will be permitted only with the installation of a four (4') foot high locked perimeter fence (or other structure approved by Village Administration). In such cases where perimeter fencing is required, a twelve (12') foot wide access gate shall be provided.
- b. The detention volume for a gravity outflow detention basin is defined as the volume of detention provided above the invert of the lowest outflow pipe, and above the existing groundwater elevation as determined by geotechnical investigation. Stormwater management systems incorporating pumps shall generally not be permitted, unless specific site circumstances necessitate same as verified by the Village Engineer.
- c. A minimum of one (1') foot of freeboard will be required for all detention basins, above the high-water elevation.
- d. All basins will have provisions for a defined emergency spillway, routed such that it can be picked up by the main outflow channel while not discharging directly over the outlet pipe. The emergency spillway will be set at an elevation six (6") inches below the design freeboard elevation and be able to discharge flow from a 100-year design storm event.
- e. Adequate maintenance access from public or private rights-of-way to the basin will be provided. The access will be on a slope of ten percent (10%) or less, stabilized to withstand the passage of heavy equipment, and will provide direct access to the forebay, if present, and the outlet structure.
- f. The placement of retention/detention basins within a floodplain of a stream, creek, or lake is strictly prohibited.

7. UNDERGROUND DETENTION

- a. Oversized pipes for underground detention shall be comprised of materials conforming to the current [Village of Lake Orion Standard Details](#) or alternate systems as administratively approved by the Village.
- b. Means for accessing the storage system for cleaning and inspection shall be provided. Multiple access points meeting OSHA Standards shall be required.
- c. The system must be designed and located so that, should the design event be exceeded, the system overflows toward a positive outlet.

8. OUTLET CONTROL STRUCTURE

- a. Outlet control structures shall generally be designed in accordance with OCWRC Standard Details, including sediment filter if any, or other BMPs as approved by the Village Engineer.
- b. All outlets will be designed to discharge at an elevation within close proximity to the normal high water of the receiving waters. Discharging at the crest of slopes or submerged outlets will not generally be permitted.
- c. If the outlet structure is of the perforated standpipe type, the riser shall be placed near the pond embankment to provide maintenance access.
- d. Orifice plates or caps over pipes are discouraged. Where an orifice plate or cap is to be used in a standpipe to control discharge, it will have a minimum diameter of three (3") inches as specified by OCWRC Design Standards and may only be used in situations where this orifice size provides the required rate of outlet control.
- e. The use of an outlet structure with internal overflow weir wall and orifices through the wall to accommodate staged detention is encouraged.

9. PARKING LOT DETENTION

- a. Commercial parking lot detention of stormwater is strongly discouraged. It may be permitted only when no reasonable alternative exists and provided it does not adversely affect the functioning of the facility or business which it serves, adjacent property, or create a public nuisance. Parking lot detention shall not be allowed on residential sites and will be limited to sites less than 0.5 acres in size.
- b. The maximum storage depth shall not exceed six (6") inches.
- c. The discharge from the parking lot may be controlled by means of restricted inlets.
- d. Commercial sites must be equipped with structural and/or non-structural BMPs for stormwater quality enhancement, including pollutant and TSS removal.
- e. The parking lot detention area must be designed and located so that, should the design event be exceeded, the system overflows toward a positive outlet.

10. PERMANENT RETENTION BASINS

- a. Permanent retention basins shall only be permissible when there is no other available positive outlet for stormwater runoff. Retention basins will be capable of storing two consecutive 100-year storms over a period of 48 hours from the entire tributary area, contingent upon the following:

1. An overflow assessment will be required showing the elevations of downstream buildings and other features that would be impacted by a basin overflow. The overflow route from the retention basin may not endanger existing structures or features. Downstream drainage easements will be required.
 2. The Applicant must submit a minimum of one (1) soil boring log taken within the basin bottom area to a depth of ten (10') feet (or alternate depth as permitted by the Village) below the proposed basin bottom elevation. The boring must be done by a licensed geotechnical engineer or scientist, unless otherwise permitted by the Village. Accompanying infiltration calculations must also be included with the boring information to demonstrate that the underlying soils will be sufficient for basin dewatering over 72 hours.
 3. Retention basin volume calculations shall not include volumes below the existing groundwater table.
 4. The freeboard of retention basins shall be a minimum of two (2') feet.
- b. Basin side slopes shall generally not exceed one (1') foot vertical to four (4') feet horizontal. Slopes steeper than one foot (1') vertical to four (4') feet horizontal, will be permitted only with the installation of a six (6') foot high locked perimeter fence (or other structure approved by Village Administration). In such cases where perimeter fencing is required, a twelve (12') foot wide access gate shall be provided.
- c. Adequate maintenance access from public or private rights-of-way to the basin will be provided. The access will be on a slope of ten (10%) percent or less, stabilized to withstand the passage of heavy equipment, and will provide direct access to the forebay, if present.
- d. The placement of retention/detention basins within a floodplain of a stream, creek, or lake is strictly prohibited.

SECTION 3-3 PLAN REQUIREMENTS

All stormwater management plans shall be submitted to the Village for engineering review and approval and shall contain, but not be limited to, the following information:

1. Any natural water courses that traverse or abut the development.
2. Any water course passing through the development with the area, flow calculations, etc., shown on the plan.
3. Description of proposed management facility and outlet conditions.
4. Required volume calculations.
5. Proposed system volume calculations.

6. Outlet and restrictor calculations.
7. Existing conditions summary, including “C” factors, outlet constraints, existing zoning master plan use, etc.
8. Site Stormwater Management (SWM) summary chart, including:
 - a. Change in impervious area
 - b. Pervious area by cover type
 - c. Total area of the site
 - d. CPVC volume provided at the site
 - e. Difference between required and provided CPVC volume
 - f. Percent of each Hydrologic Soil Group on site (Type A, B, C, D)
 - g. CPRC volume provided at the site
 - h. Difference between required and provided CPRC volume
9. Proposed grading contours for the system, including forebay, storage area, embankment, and buffer area.
10. Location of emergency overflow, maintenance access, sediment removal area, control structures, etc.
11. Planting schedule, including plant types, size, location, timing, maintenance, etc.
12. Outlet design in plan and profile view.
13. Animal guards shall be placed on all inlet and outlet pipes with a diameter of eighteen (18”) inches or greater.
14. Cross section shall be provided for all open basins; underground detention shall be shown with the storm sewer profiles.

SECTION 3-4 STORMWATER MAINTENANCE AGREEMENT

1. Subdivisions and Condominiums: The Applicant must provide for continued maintenance of on-site conveyance, sedimentation facilities, detention basins, and other system components. If the maintenance is to be assumed by a Subdivision Association or Condominium Association, the covenants of the plat or Master Deed of the condominium must incorporate a procedure to provide for this continued maintenance.
2. Commercial, Industrial, Multi-Family, and Office Sites: The proprietor shall maintain the stormwater facilities in proper working order at all times.
3. All developments: The Applicant shall enter into a long-term maintenance agreement with the Village in compliance with Ordinance 23.29 and the OCWRC current Stormwater Engineering Design Standards. An example is found at [Appendix F](#).

DESIGN AND CONSTRUCTION STANDARDS FOR STORM SEWERS

SECTION 4-1 GENERAL

This Standard establishes the minimum requirements for the design and construction of enclosed storm sewer systems within the Village.

All storm sewers outside of public road rights-of-way are to remain private within subdivisions, condominiums, and commercial sites. Any storm sewers within the public right-of-way of a Road Commission for Oakland County (RCOC) or Michigan Department of Transportation (MDOT) jurisdictional road shall be under their jurisdiction, respectively.

SECTION 4-2 DESIGN REQUIREMENTS

1. LOCATION AND DEPTH

- a. Sewers shall preferably be constructed outside of paved parking areas, streets and drives, and not closer than ten (10') feet to any building.
- b. The horizontal alignment of sewers which are not proposed to generally follow street, drive, or parking area pavements shall generally parallel property lines or building lines, with clearance distances sufficient to accommodate the full width of the proposed easement.
- c. In residential developments, storm sewer shall generally be located on the opposite side of streets from water mains. Storm sewers shall be located ten feet from the right-of-way line in the public right-of-way where the right-of-way is at least sixty (60') feet wide.
- d. Unless otherwise approved by the Village, all storm sewer shall have a minimum of three (3') feet of cover. Minimum cover must meet or exceed pipe manufacturer's requirements.

2. CAPACITY

- a. Tributary Area: Sewers shall be designed to serve all natural tributary areas with due consideration given to topography, established zoning, and the capacity of the stormwater outlet proposed to be used.
- b. The outlet must be in accordance with the existing natural drainage courses in the area. Discharge must not be diverted onto abutting properties without necessary easements.
- c. Provisions for stormwater management must be included in the storm drainage system

as described in section 3 of these Standards.

d. Storm sewers shall be designed at a minimum for a ten-year storm. To determine the stormwater runoff, the Rational Method shall be used ($Q=CIA$). Where:

- Q = peak rate of run-off in cubic feet per second
- C = runoff coefficient for drainage area
- I = rainfall intensity in inches per hour
- A = area in acres

1. Rational Method runoff coefficients, C =

Forested	0.30
Asphalt, Concrete, Roof Areas, Brick	0.90
Gravel	0.55
Lawns and Meadows	
Up to 2% slope	0.15-0.18
2% to 7% slope	0.18-0.22
Over 7% slope	0.25-0.35
Open Water / Detention	1.00

Coefficients proposed for a project are subject to review and approval by the Village Engineer.

2. Rainfall intensity (I) shall be determined by using the formula:

$I = 175/(T+25)$, where T is the time of concentration in minutes.

For single-family residential areas, the initial T shall usually be 20 minutes; for commercial and office areas, the initial T shall be 15 minutes or less. Sites less than 5 acres shall have an initial T of 10 minutes.

e. Manning’s formula shall be used for hydraulic calculations.

1. The roughness coefficient $n = 0.013$ shall be used for concrete or plastic pipe.
2. Minimum design velocity shall be 2.5 feet per second and maximum design velocity shall be 10 feet per second, with the pipe flowing full.

Allowable Pipe Slopes

Pipe Diameter (Inches)	Minimum Slope (Feet per 100 Feet)	Maximum Slope (Feet per 100 Feet)
8	0.54	8.30
12	0.32	4.88
15	0.23	3.60
18	0.18	2.80
21	0.14	2.30
24	0.12	1.90
27	0.10	1.60
30	0.09	1.40
36	0.07	1.10
42	0.06	0.90
48	0.05	0.75
54	0.04	0.65
60	0.04	0.56

3. The minimum pipe size for public storm sewer shall be 12 inches diameter.
4. In single-family developments, rear yard under drain system may be minimum eight (8") inch perforated plastic pipe. Six (6") inch diameter yard drains may be considered for very small tributary areas, typically in higher density multi-family developments.
5. The hydraulic gradient shall generally be maintained by matching the 0.80 diameter depth above invert for pipe size increases.
6. Provide a drop of 0.10 feet in the downstream sewer invert for direction changes in excess of thirty (30°) degrees to compensate for the hydraulic head losses.
7. Surcharging under design conditions is permitted provided the surcharged hydraulic grade line (HGL) is maintained lower than one (1') foot below the rim elevations of all upstream structures.
8. Differences in invert elevations at structures exceeding two (2') feet shall be provided with a two (2') foot deep sump for energy dissipation.

3. STRUCTURES

- a. Manholes shall be located at
 - 1. Points where the sewer changes direction.
 - 2. Points where the slope of the sewer changes.
 - 3. The junction of sewer lines.
 - 4. Street intersections or other points where catch basins or inlets are to be connected.
 - 5. The end of the sewer line.

b. Maximum distance between manholes shall be as follows:

Diameter of Sewer	Maximum Manhole Spacing
8" – 15"	350'
18" – 30"	400'
36" – 48"	450'
54" – 60"	500'

- c. In general, Catch Basins and Inlets shall be located at
 - 1. At all low points in streets, swales and ditches.
 - 2. At the radius returns of street intersections. A maximum distance of 150 feet from a high point or relief basin is allowed when drainage is required to go around a corner to reach the catch basin.
 - 3. At maximum intervals of 600 feet along a continuous slope.
 - 4. At a location to provide a maximum of 800 feet of drainage from two directions.
 - 5. So that the flows to be accommodated do not exceed the intake capacity of the cover. The intake capacity of the cover is assumed to be 0.011 cubic feet per second (cfs) per square inch of opening. To meet this standard, double catch basins may be required at low points where two (2) or more relief basins exist in advance of the low point.
 - 6. Inlets will only be allowed in pavement areas as a high-end structure when followed by a catch basin within 150 feet of inlet.
 - 7. Rear yard basins shall be located within three (3') feet of lot corners. A minimum twelve (12') foot side yard easement to the street shall be included at all rear yard basins.
 - 8. All catch basins and inlets located at low points in poor draining soils or within paved areas shall have a minimum of two ten (10') foot runs of six (6") inches perforated pipe with open graded bedding and backfill. Other trench collecting underdrains may be required, as determined by the Village.

d. Leaching / Infiltration Basins

1. Leaching basins are encouraged where native soils are permeable and conducive to such installation, provided the maintenance provisions for such basins are approved by the Village.
2. Leaching basins shall be located following the same standards as catch basins or inlets.

e. Pipe end treatment

1. End section or headwall shall be placed at all culverts and pipe inlets or outlets.
2. A prefabricated bar screen shall be used on all storm sewer opening eighteen (18") inches in diameter and larger.
3. Natural rock or crushed limestone riprap, or other approved energy dissipating measure, is required at all pipe outlet points. The minimum width of the riprap shall be twice the outside diameter of the pipe. The riprap shall extend from the bottom of slope to the pipe invert.

f. Footing Drains/Sump Pump Discharge

1. Generally, sump pump or footing drain discharges shall outlet to an approved storm sewer system. Where no approved storm sewer system exists, sump pump discharge may surface outlet onto splash blocks. These discharges shall not be directed toward adjacent units. Wyes and leads shall be provided to accommodate the connection of the sump pump discharge piping to the storm sewer.

g. Special Structures and Appurtenances

1. Special structures and appurtenances for drainage collection require written approval of the Village.
2. Preliminary plans for special structures and appurtenances required for storm sewer systems shall be submitted to the Village Engineer for review and comment prior to their inclusion in proposed construction drawings.

SECTION 4-3 PLAN REQUIREMENTS

All plans shall be submitted to the Village for storm sewer review and approval and shall contain, but not be limited to, the following information:

1. Storm sewer and pavement shall generally be shown on the same sheets.
2. Overall layout of the sewer system with structure numbers. Drainage structure numbers shall be assigned consecutively and increasing in direction opposite to direction of flow in each sewer.

3. A drainage plan delineating the area tributary to each structure. The drainage area map shall be superimposed on the proposed grading plan for the development.
4. Hydraulic design calculations.
5. Locations of all structures and other sewer appurtenances and special structures.
6. Building leads or wye branches to be constructed or installed concurrently with sewer construction with locations at easement and/or property lines. Length, size, end of lead invert elevations, and amount of riser shall be shown on the plan for each building lead.
7. Dimensions to sewers from property lines, right-of-way lines or buildings. Dimensions between parallel utility lines.
8. Size, slope, length, pipe type and class, and controlling invert elevations for each section of proposed sewer between structures in both plan and profile view.
9. Limits of special backfill requirements.
10. Profile, over centerline of proposed sewer, of existing and finished ground and pavement surfaces. Existing profile shall be obtained from actual field survey data. The HGL must be shown on the profile view if outside the pipe.
11. Location of existing or proposed crossings in the profile view, with vertical separation noted.
12. Location, by station, of every proposed structure, with structure number, invert elevation of all inlet or outlet pipes, rim elevation, cover type, and structure type in the profile view.
13. Location, by station, of all building leads or wye branches to be constructed or installed concurrently with proposed sewer construction in profile view.
14. Sump lead invert elevation at easement line (typical for residential) or upstream end of lead 5' outside of building (typical for commercial, multi-family).
15. Each plan and profile sheet shall include a tabulated list of quantities appearing on that sheet.
16. Detail Sheets
 - a. Plans must include the current [Village of Lake Orion Storm Sewer Standard Detail sheets](#).
 - b. Plans may include the standard detail sheets and notes as provided by the Oakland County Water Resources Commissioner or the Road Commission for Oakland County for construction under these agencies' jurisdiction.

- c. Where special structures or appurtenances are proposed, plans shall include specific and complete details describing special or unusual sewer or allied construction requirements. Scales utilized for special details shall be selected to clearly portray intended construction and component or equipment arrangement. Scales used shall be clearly identified.

SECTION 4-4 CONSTRUCTION REQUIREMENTS

1. All materials shall conform to the current [Village of Lake Orion Storm Sewer Standard Details](#).

SECTION 4-5 EASEMENT REQUIREMENTS

1. Applicant shall be responsible for preparation of easement and legal conveyance documents for public storm sewer meeting Village requirements to be reviewed by the Village Engineer and Village Attorney. An example is attached in [Appendix A](#).
2. Easements for storm sewers shall be of a width adequate to provide proper access for maintenance, centered upon the sewer, generally twice the width of the sewer depth, with a minimum width of twelve (12') feet. Such easements shall be deeded or dedicated to the Subdivision Association, Condominium Association, property owner, or entity responsible for the maintenance of the storm sewer.
3. The easement descriptions shall extend a minimum of ten (10') feet beyond the upstream manhole.
4. New public storm sewer shall not be accepted by the Village until any required easements have been secured in accordance with Village requirements.

DESIGN AND CONSTRUCTION STANDARDS FOR IMPACTS TO FLOODPLAINS

SECTION 5-1 INTENT

It is the purpose of this section to provide Design and Construction Standards, which are intended to significantly reduce hazards to persons and damage to property as a result of flood conditions in the Village and to preserve the ability of floodplains and floodways to carry and discharge a base flood.

SECTION 5-2 DISCLAIMER

The degree of flood protection required by this section is considered reasonable for plan review purposes and is based upon engineering and scientific methods of study. Larger floods may occur on rare occasions. Flood heights may be increased by man-made or natural causes, such as ice jams and bridge openings restricted by debris. Approval of the use of land under this section shall not be considered a guarantee or warranty of safety from flood damage. This section does not imply that areas outside the floodplain or floodway area will be free from flood damage. This section does not create liability on the part of the Village or any officer or employee thereof for any flood damages that result from reliance on this section, or any administrative decision lawfully made thereunder, nor shall the Village be responsible for any damages sustained or suffered by the owner or developer for use of land in any floodplain.

SECTION 5-3 PROVISIONS

1. No activity shall be permitted within a floodplain or floodway area without full compliance with the terms of this section and other applicable regulations.
2. No permanent structures shall be placed in a floodplain.
3. The floodplain limits shall be indicated on site plan drawings for improvements adjacent to the floodplain. The boundaries of the floodplain shall be as determined by the Federal Emergency Management Agency (FEMA) and/or other jurisdictional authority. Within the floodplain a regulatory floodway may be designated as determined by FEMA and/or other jurisdictional authority and must be indicated on the plan. Where floodplain by survey differs from the FEMA mapped floodplain, both shall be shown and labeled on the plans.

SECTION 5-4 AGENCY APPROVAL

Encroachments, including fill, new construction, substantial improvements and other development in a riverine floodplain shall be prohibited. Exception to this Standard shall only be made through the granting of a permit by the State or Federal agency having jurisdiction.

SECTION 5-5 SUBMISSION OF BASE FLOOD ELEVATION BY REGISTERED PROFESSIONAL ENGINEER

EGLE may provide flow data on all jurisdictional watercourses. The Applicant's Engineer shall be responsible for computing the flood stage elevations across the site using this data. The calculations, hydraulic model results, or other means of calculating the floodplain sections used must be submitted for review. The Village reserves the right to require hydraulic modeling or other means of calculating the floodplain elevations where specific concerns of potential flooding impacts exist.

SECTION 5-6 PLAN REQUIREMENTS

The following shall be shown on all plans:

1. A site plan, showing all existing and proposed structures, topographical features, utilities, and all proposed changes. The site plan shall include existing and proposed elevation contours (1-foot intervals). The base flood elevation contour shall be clearly delineated on the site plan.
2. The elevation on NAVD 88 datum of each floor, including basement, for all structures proposed by the Applicant adjacent to the floodplain.
3. Pursuant to criteria established in this section for protection of the floodplain, any proposed development necessitates certification by a registered professional that no cumulative impact on the base flood elevation will result. A cumulative impact is defined as an increase in elevation exceeding one-tenth foot.
4. A description of the extent to which any watercourse will be altered or relocated as a result of the proposed development. Specifically, the impact on flow velocities and other flood carrying characteristics of the regulatory floodway should be addressed. Approvals from State or Federal agencies with jurisdiction must be obtained and submitted to the Village.
5. All utilities and facilities shall be designed, constructed, and located to minimize or eliminate flood damage.
6. Adequate drainage shall be provided to reduce exposure to flood damage.
7. The flood carrying capacity of any altered or relocated watercourse not subject to state or federal regulations designed to ensure flood carrying capacity shall be maintained.
8. Available floodplain data from federal, state or other sources shall be reasonably utilized in meeting the Standards of this section. Data furnished by FEMA shall take precedence over data from other sources.

9. All new construction and substantial improvements of structures adjacent to the floodplain shall have the lowest floor, including basement, at least two (2') feet above the base flood elevation.

SECTION 5-7 CONSTRUCTION PROVISIONS

1. All floodplain impacts are to be constructed in accordance with the approved plans and EGLE Part 31 permit.
2. All soil erosion control measures or protective fencing shall be installed around the perimeter of the floodplain.
3. Construction shall be sequenced so that the minimum amount of time possible is required for the work within the floodplain.
4. Restoration shall be completed immediately.
5. Storage of equipment, material, and similar items is strictly prohibited within the floodplain.

DESIGN AND CONSTRUCTION STANDARDS FOR STREETS, DRIVEWAYS, PEDESTRIAN FACILITIES AND PAVING

SECTION 6-1 GENERAL

This section establishes the minimum requirements for the design and construction of streets, driveways, pedestrian facilities and all other public or private paved surfaces such as parking lots.

Any work proposed within the existing rights of way of the Village, Road Commission for Oakland County (RCOC) or the Michigan Department of Transportation (MDOT) is to be reviewed and approved by the respective agency that has jurisdiction over the subject right of way.

SECTION 6-2 DESIGN REQUIREMENTS

It is the intent of the Village to encourage paving layouts and street designs that preserve natural features by minimizing the clearing and mass grading required to construct streets, parking lots, pedestrian facilities and non-motorized paths.

While RCOC and MDOT will issue construction permits for work within their respective rights of way and their standards will dictate design improvements within their respective jurisdictions, the Village reserves the right to require additional plan provisions or paving requirements above those required by the governmental agency having jurisdiction.

1. SPECIFICATIONS

- a. All roads or drive aisles for motor vehicle access shall meet the width, length, slope and turnaround requirements of the International Fire Code (IFC) as most recently adopted by the Village.
- b. Private roads, where permitted by the Village, shall be designed and constructed in accordance with sound engineering principles, taking into consideration public health, safety, and welfare, as well as preservation of natural resources.
- c. Off-street parking shall be designed in accordance with the current Village Zoning Ordinance and these Standards.
- d. Sidewalks shall be designed and constructed in accordance with the Americans with Disabilities Act (ADA) barrier free specifications.
- e. Pedestrian or non-motorized paths such as safety paths, bike paths, shared use paths, paved nature trails, and similar shall be designed and constructed to current AASHTO

“Guide for the Development of Bicycle Facilities” and ADA “Outdoor Recreational Trails” standards except where modified herein. The stricter interpretation between these Standards, AASHTO and ADA shall apply.

2. STREETS

a. Layout

1. Street layout shall provide for the continuation of existing major or collector streets in surrounding areas or conform to the development plan approved by the Village.
2. Certain streets, public or private, as designated by the Village, shall be extended to the limits of the property to be developed to provide future connection with adjoining undeveloped land.
3. Proposed streets shall be designed in accordance with the existing topography, preserve natural features by minimizing clearing and mass grading, and meet the slope requirements of this section.
4. Emergency access only drives may be permitted to provide a secondary means of access, provided it is acceptable to the Fire Marshal and that appropriate signage limiting usage shall be established as required by the Village.
5. Street jogs with centerline offsets of less than 150 feet shall be approved by the Village only upon an adequate demonstration that there are no reasonably feasible alternatives.
6. Alleys and half-streets are prohibited except where absolutely essential to the reasonable development of the property in conformance to these Standards and the Zoning Ordinance and as reviewed and approved by the Village on a case-by-case basis.

b. Right of Way / Easement Requirements

1. New public road rights of way to be dedicated to the Village shall be 60' wide for local streets, increasing to 100' for boulevard sections, unless otherwise approved by the Village, based on recommendation of the Village Engineer. Rights of way for County-owned roads shall meet RCOC requirements.
2. Private roads, where permitted, shall be contained within a dedicated easement for ingress and egress and utilities. The easement widths shall be as necessary to accommodate paving and drainage improvements based on recommendation of the Village Engineer.
3. Where roadway extensions are required by the Village for future connection to adjacent parcels, whether for public roads, private roads, or cross-access drive

aisles, such extensions shall be shown within a dedicated right-of-way or easement, and shall be constructed to the property line of the adjacent parcel concurrent with the Applicant's proposed development.

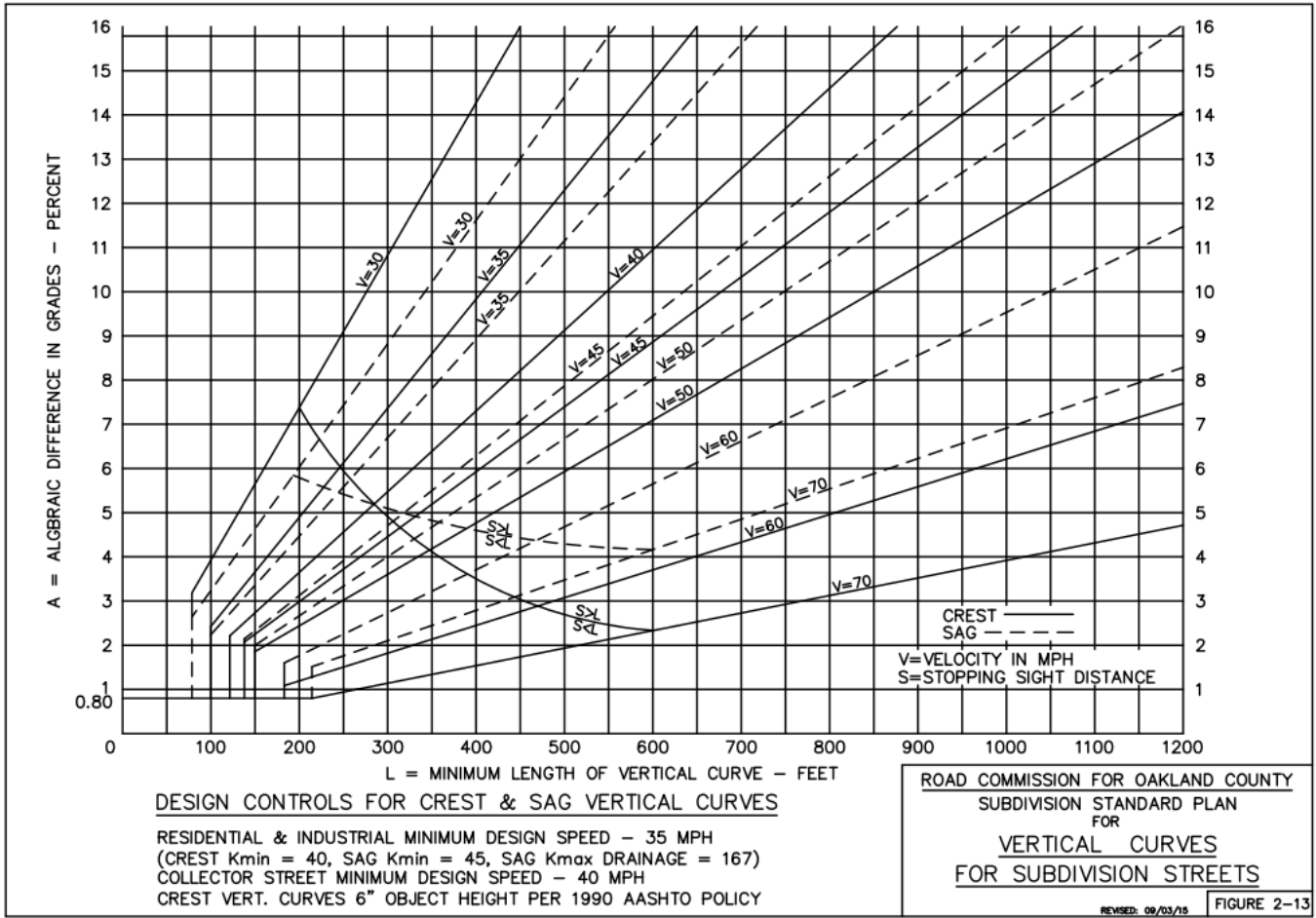
c. Geometrics

1. Existing public roads or roads intended to be publicly dedicated shall meet the width standards outlined below.
 - i. Standard road width with curb and gutter and off-street parking shall be twenty seven (27') feet wide measured between the back of curbs, or twenty four (24') feet wide measured between the edges of the pavement for uncurbed streets with ditches. In no case shall the paved surface of new public roads be less than 20' in width, which will only be allowed where existing, previously unimproved rights of way are less than 50' wide.
 - ii. Maximum longitudinal slope shall not exceed 6% without approval by the Village DPW and Fire Marshal.
 - iii. The grade shall not exceed three (3%) percent for a minimum distance of fifty (50') feet from the edge of pavement of the intersecting public road, unless otherwise approved by the Village based on limiting topographic conditions.
 - iv. Minimum slope shall be one (1.0%) percent on asphalt, one-half (0.5%) percent on concrete.

2. The paved surface width of private roads shall be as necessary to accommodate vehicle access, planned on-street parking, and safe vehicular maneuverability, based on recommendation of the Village Engineer.
 - i. In no case shall new private roads be less than 20' in width.
 - ii. Longitudinal slope shall be typically eight (8%) percent or less. Where essential to maintain natural features, grades exceeding eight (8%) percent but no greater than ten (10%) percent may be permitted.
 - iii. The grade shall not exceed three (3%) percent for a minimum distance of twenty-five (25') feet from the edge of all existing public road rights of way, unless otherwise approved by the Village based on limiting topographic conditions.

3. Pavement widths for each side of a boulevard shall, at a minimum, accommodate 1-way traffic with a minimum paved width of 15'. Island widths shall typically be ten (10') to sixteen (16') feet. The nose of the island shall generally be eight (8') feet from the edge of pavement of the intersecting street.

4. Vertical curves shall be required for all grade changes in excess of two (2%) percent and shall meet AASHTO standards, for both public and private roads. See attached RCOC figure 2-13. For residential streets, minimum vertical curve length shall be 75'.



5. Sight distance for vertical curves shall at a minimum meet the current AASHTO standards for stopping sight distance. Refer to AASHTO table 5-3.

Table 5-3. Design Controls for Stopping Sight Distance and for Crest and Sag Vertical Curves

U.S. Customary				Metric			
Initial Speed (mph)	Design Stopping Sight Distance (ft)	Rate of Vertical Curvature, K^a (ft/%)		Initial Speed (km/h)	Design Stopping Sight Distance (m)	Rate of Vertical Curvature, K^a (m/%)	
		Crest	Sag			Crest	Sag
15	80	3	10	20	20	1	3
20	115	7	17	30	35	2	6
25	155	12	26	40	50	4	9
30	200	19	37	50	65	7	13
35	250	29	49	60	85	11	18
40	305	44	64	70	105	17	23
45	360	61	79	80	130	26	30
50	425	84	96	90	160	39	38
55	495	114	115	100	185	52	45
60	570	151	136				
65	645	193	157				

^a Rate of vertical curvature, K , is the length of curve per percent algebraic difference in the intersecting grades (i.e., $K = L/A$). (See Sections 3.2.2 and 3.4.6 for details.)

6. For new roads, road centerlines that deflect more than ten (10) degrees, but less than ninety (90) degrees shall generally be connected with a horizontal curve with a minimum radius of two hundred thirty (230') feet. Actual radii, subject to the above minimum, shall be designed for the posted speed of the road and in accordance with AASHTO standards.
7. Streets intersecting major thoroughfares shall do so at approximately ninety (90) degrees.
8. Cul-de-sac lengths shall not exceed 600 feet, or the maximum allowed under IFC requirements for dead-end fire apparatus access roads. Turnarounds shall be provided as required by the most current Village-adopted IFC.
9. Acceleration, deceleration and passing lanes for approaches to existing roads shall be required as determined by the Village with recommendations provided by the Village Engineer. Where required, acceleration, deceleration and passing lanes shall be constructed to AASHTO standards.
10. Streets shall generally be crowned with 2 percent transverse slopes provided from the centerline to the edge of the road.
11. The proposed street cross section shall include curb and gutter with an enclosed

storm sewer system, or shoulders with open ditch drainage under special circumstances where allowed by the Village. Roads with longitudinal slopes exceeding three (3%) percent shall be required to provide curb and gutter.

3. DRIVEWAYS

- a. Unless otherwise determined by the Village, property shall be developed to minimize the number of ingress/egress points from an existing or proposed road.
- b. Driveway permits are required for any connection to public roadways from the agency with jurisdiction, either Village of Lake Orion, RCOC, or MDOT. Village driveway permit application is attached at [Appendix G](#).
- c. Use of shared or common driveways for all developments, including between two businesses, is encouraged and may be required by the Village. Where vehicle access is required by the Village for future connection to adjacent parcels, whether for public roads, private roads, or cross-access drive aisles, such access shall be shown within a dedicated right-of-way or easement, and shall be constructed to the property line of the adjacent parcel concurrent with the Applicant's proposed development.
- d. Maximum driveway grades shall not exceed ten (10%) percent. Wherever reasonably feasible, driveway slopes should not exceed six (6%) percent.
- e. Driveways and approaches shall be paved, with material type and thickness within the right of way to match the existing road section at a minimum. The use of pervious pavement is encouraged for residential driveways.
- f. Driveways to commercial, industrial, multifamily, institutional, and similar developments as determined by the Village shall be designed in accordance with the requirements herein specified for Streets.

4. PEDESTRIAN FACILITIES

- a. General
 1. Pedestrian facilities are to be installed as required by the Village Zoning Ordinance.
 2. Where topography, vegetation, natural features, utilities, poles, signs or similar obstructions dictate, the pedestrian facilities shall be meandered around these features.
 3. Barrier free ramps shall be installed in accordance with ADA barrier free requirements and MDOT specifications at all intersections with driveways, roads, and parking lots.
 4. Pedestrian facilities installed outside of the right of way will require an easement

dedicating the facility for use by the public.

b. Sidewalks

1. The sidewalk shall be sloped to provide for positive drainage of stormwater off of and away from the path. Transverse slope shall not exceed two (2%) percent. Longitudinal slope shall meet the standards of the current ADA with intermediate level landings as required.
2. Sidewalks shall be no less than five (5') feet wide. Where sidewalks abut perpendicular parking, the minimum sidewalk width shall be seven (7') feet.

c. Shared Use, Bicycle, Safety Paths or Nature Trails (referred to herein as paths)

1. Paths shall be sloped to provide for positive drainage of stormwater off of and away from the path. Transverse slope of paths shall not exceed two (2%) percent. Longitudinal slope shall meet the standards of the current ADA with intermediate level landings as required.
2. Paths shall generally be no less than eight (8') feet wide unless otherwise approved by the Village.

5. PARKING LOTS

- a. Parking lots shall be of the size and configuration as required in the Village Zoning Ordinance.
- b. Maximum parking lot grades shall not exceed six (6%) percent. Exceptions for drive aisles without adjacent parking spaces may be permitted subject to driveway maximum slope criteria.
- c. Accessible parking spaces and aisles shall meet ADA requirements, with slope in any direction not exceeding two (2.0%) percent.
- d. Parking lots shall be designed with concrete curb and gutter at edge of exterior parking and drive aisles unless otherwise approved by the Village.

SECTION 6-3 PLAN REQUIREMENTS

All construction plans shall be submitted to the Village for street and paving approval and shall contain, but not be limited to, the following information:

1. PLAN VIEW

- a. Road and right-of-way width must be shown on the plans. A plan view with centerline stationing shown is necessary for all road paving.

- b. Cross sections of all pavement sections shall be provided, including surface, base, subgrade, curb and gutter section, and for roads with open drainage a shoulder and ditch profile. If using standard Village pavement sections, refer to Paving Standard Detail sheet(s).
- c. All parking lots, loading spaces, and driveway layouts, along with typical dimensions and layouts of parking spaces shall be shown. A striping plan for the parking areas must be indicated in accordance with the Zoning Ordinance requirements.
- d. Entrance, intersection, and cul-de-sac details must be shown.
- e. Existing grade elevations at the center of the proposed roadway in fifty (50') foot intervals or as needed to accurately demonstrate proposed plan.
- f. The location of any proposed or existing utilities and structures within the proposed right of way.
- g. Any proposed culverts (driveway or cross) including size, type and invert elevations.
- h. Proposed and existing parking lot and driveway grades.
- i. Location and extent of different types and sections of pavement (i.e. standard asphalt, heavy duty, concrete) must be shown. Shading or hatching is recommended.
- j. Sight distances must be provided for all street designs as required by the Village upon recommendation by the Village Engineer. Such recommendation shall be based on existing and proposed site topography.

2. PROFILE VIEW OF STREETS

- a. Elevations at top of curb or centerline if not curbed in fifty (50') foot intervals or as need to accurately demonstrate proposed plan. Along vertical curves, the elevation interval shall be twenty-five (25') feet.
- b. Existing grade elevations at the center of the proposed roadway in fifty (50') foot intervals or as needed to accurately demonstrate proposed plan.
- c. Station and elevations of all high and low points, grade breaks, curb returns, intersecting property lines and vertical curve information.
- d. The station and elevation of the rim grade of all drainage structures.

3. DETAIL SHEETS

- a. Plans must include the current [Village of Lake Orion Paving Standard Details](#).

SECTION 6-4 CONSTRUCTION REQUIREMENTS

1. All materials shall conform to the current [Village of Lake Orion Paving Standard Details](#).

SECTION 6-5 RIGHT OF WAY / EASEMENT REQUIREMENTS

1. Legal descriptions for the road right of way for public roads and ingress-egress easements for private roads must be provided for review and approval prior to recording.
2. Applicant shall be responsible for preparation of easement and legal conveyance documents meeting Village requirements to be reviewed by the Village Engineer and Village Attorney.
3. Easements for roadway extensions or cross-access shall be provided to the property lines at locations designated by the Village.
4. New roadway extensions shall not be accepted by the Village until any required easements or rights of way have been secured and legal conveyance documents finalized in accordance with Village Administration requirements.

DESIGN AND CONSTRUCTION STANDARDS FOR WATER MAINS

SECTION 7-1 GENERAL

The Village of Lake Orion owns and operates the Lake Orion Water Distribution System. The Village obtains its water supply from Orion Township, which is a customer of the Great Lakes Water Authority (GLWA). The Standards herein apply to the design and construction of water distribution system extensions or replacements under Village jurisdiction.

SECTION 7-2 DESIGN REQUIREMENTS

1. SIZES AND DISTRIBUTION

- a. The minimum size water main in the Village shall be eight (8") inch diameter. Twelve (12") inch diameter water main shall be required for industrial developments and other areas as determined by the Village DPW. Six (6") mains may only be used for single hydrant leads having a maximum length of fifty (50') feet. No service leads are allowed from six (6") main.
- b. The distribution system in all developments requiring more than 400 feet of water main shall be looped to have a minimum of two (2) connections to a source of supply.
- c. The water main design must provide for the average daily flow rate plus a fire demand of 1,500 GPM with a residual pressure of 20 psi at the most remote hydrant. Applicant may be required to provide calculations.
- d. Generally, water mains shall be installed on the opposite side of the road from the sanitary sewer where present. A barrel-to-barrel horizontal separation of ten (10') feet shall be maintained between water main and all sewers, including structures, per Ten States Standards of GLUMRB.
- e. Water mains shall preferably be constructed outside of paved parking areas, streets and drives, not closer than ten (10') feet to any building.
- f. In new developments, water mains shall be installed from boundary to boundary in abutting roads and interior streets, and at other locations as required by the Village for future extensions.
- g. All water mains and hydrants shall be accessible to Village DPW and Fire Department personnel at all times.

2. VALVES

- a. A tapping sleeve, valve, and well shall be provided at every connection to existing mains. All such connections shall be provided so as not to disrupt the water supply to existing customers.
- b. In general, valves on cross connecting mains shall be arranged so that no single line failure will require more than 800 feet of main to be out of service. Valves shall be so arranged that any section can be isolated by closing not more than three (3) valves with a maximum of thirty (30) residential units or two (2) hydrants being out of service.
- c. A valve shall be provided at every dead end of a watermain to allow for future extension.
- d. A gate well shall be provided for all valves except for valves for hydrants and service leads under six (6") inches in diameter.
- e. Valves shall be located outside of pavement where possible.
- f. Pressure Reducing Valves
 1. In systems where two or more pressure districts, as verified by the Village Engineer, are to be connected for a looped supply, the plans shall include a pressure reducing valve near the point of connection to the higher-pressure district to balance pressures across the new water system.
 2. A line gate valve shall be installed both upstream and downstream of each pressure reducing valve to permit isolation of the pressure reducing valve for maintenance or repair. If an alternate service loop to the water system is not available to permit repair on the pressure reducing valve without a complete shutdown of the system, then a bypass line of equivalent size pipe as the water main and an additional bypass gate valve and well shall be provided.

3. FIRE HYDRANTS

- a. Hydrants shall be located for double coverage wherever possible, but shall generally be located no closer than twenty-five (25') feet from a single-family residence or fifty (50') feet from other structures.
- b. Hydrant locations shall meet the requirements of the Fire Marshall and Village Engineer and shall be located such that the furthest portion of any building is within a 250' hose lay.
- c. Fire hydrants shall be located at street intersections where feasible.
- d. A hydrant shall be installed at the end of every dead end main. A one (1") inch

corporation stop with ten (10') feet of copper or PVC service pipe attached shall be provided adjacent to the hydrant for the purpose of obtaining water samples when the nearest gate well is more than one pipe length away.

- e. Hydrants should be placed at high spots along the main for air release and at low spots along the main for sediment blowoff.
- f. In general, hydrants shall be located in the road right-of-way not more than ten (10') feet from back of curb or edge of pavement.

4. SPECIAL CROSSINGS

- a. Lake, Stream or Regulated Wetland Crossing: Ball and socket joint river pipe shall be used unless otherwise approved by the Village. A valve shall be installed on each side of the crossing. Minimum depth to the top of pipe shall be five (5') feet from centerline of the watercourse.

5. WATER SERVICES

- a. The basis of design for size shall be considered using a flow rate of 20 gpm per residential dwelling unit. The basis of size other than for residential use shall be determined by the Developer's Engineer and submitted for approval by the Village prior to submittal of final site plans. Minimum size of service shall be one (1") inch, as provided in Chapter 53 of the Village of Lake Orion Code of Ordinances.
- b. Water leads shall be less than 100 feet in length. For multiple-family uses the following minimum sizes shall apply, unless otherwise authorized by Village DPW:

Number of Units Per Building	Water Service Size (Inches)
4	1-1/2
12	1-1/2
16	2
24	2
32	3

6. BACKFLOW PREVENTION

- a. All lawn sprinkler and irrigation systems shall be equipped with a suitable backflow prevention device.
- b. Special requirements for Automatic Sprinkler Fire Protection Systems: Sprinkler systems directly connected to the community water supply mains shall have double check valve assemblies and/or reduced pressure backflow preventers installed in strict accordance with Village DPW and Fire Department requirements.

SECTION 7-3 PLAN REQUIREMENTS

All construction plans shall be submitted to the Village for water main approval and shall contain, but not be limited to, the following information:

1. Water main and sanitary sewer shall generally be shown on the same plan sheet. Plan and profile views are required for all water mains. Village may require profile views of water main to be separate from sanitary sewer profiles for clarity.
2. Dimensions to property lines, right-of-way lines, and buildings from the water mains and service leads.
3. Service line location and diameter shall be shown to all buildings other than single-family detached dwellings, including location of curb stop box.
4. Finish grades of all fire hydrants, gate well rims, hydrant valve boxes, and all other water structures.
5. Water main eight (8") inches and larger in diameter shall be shown in profile. The Village may also require profiles be shown where multiple utility crossings provide the potential for conflicts.
6. In the plan and profile views, all crossings of utilities must be shown with elevations of invert and top of pipe. Minimum vertical clearance between utilities shall be one and one half (1.5) feet. Compacted granular backfill is required between utilities.
7. Plan and profile views shall indicate location and degree of vertical and horizontal bends; the size, material type and class of pipe; class of bedding; length between structures, tees or bends; and the existing and proposed ground elevations above the route of the water main.
8. Location, by station, of every proposed structure, tee and bend, with rim elevation structure number in profile view.
9. The elevation at the top of mains at all points of potential conflict with other utilities (for all water main regardless of size) must be shown.
10. Water Main Basis of Design.
11. Each Plan and Profile Sheet shall include a tabulated list of quantities appearing on that sheet.
12. Detail Sheets: Plans must include the current [Village of Lake Orion Water Main Standard Details](#).

SECTION 7-4 CONSTRUCTION REQUIREMENTS

1. All materials shall conform to the current Village of [Lake Orion Water Main Standard Details](#).
2. No water main construction shall commence without a valid EGLE Act 399 permit.
3. No building permits will be issued above the foundation for any development prior to the active service of the community mains and hydrants and adequate firefighting equipment. No occupancy shall be allowed in any instance without the required mains, hydrants, and sprinklers being in active service.

SECTION 7-5 EASEMENT REQUIREMENTS

1. Easements for publicly dedicated water mains not within the road right-of-way shall be provided. Utilities shall typically be centered within easements. Applicant shall be responsible for preparation of easement and legal conveyance documents meeting Village requirements to be reviewed by the Village Engineer and Village Attorney. Example attached at [Appendix A](#).
2. Easements for possible extensions shall be provided to the property lines at locations designated by the Village. Within unplatted projects, water mains shall be installed parallel to the property lines, or building lines, with clearance distances to accommodate the full width of the proposed easement.
3. All water main easements shall be a minimum of twelve (12') feet wide and shall be dedicated to the Village of Lake Orion. Where the water main is more than seven (7') feet below the finished grade, the easement width shall be increased as required by the Village DPW.
4. The easement descriptions shall include hydrant leads and shall extend a minimum of ten (10') feet beyond the hydrant, or no less than six (6') feet where approved by the Village DPW. The easement documents shall contain a provision prohibiting the construction or locating of any underground utilities, aboveground structures or landscape trees within the limits of such easements.
5. New water main extensions shall not be accepted by the Village until any required easements have been secured and legal conveyance documents finalized in accordance with Village Administration requirements.

DESIGN AND CONSTRUCTION STANDARDS FOR SANITARY SEWER COLLECTION SYSTEMS

SECTION 8-1 GENERAL

This section establishes the minimum requirements for the design and construction of sanitary sewer replacement or extensions to the Village of Lake Orion Sewer System, owned by the Village and operated and maintained by the Oakland County Water Resources Commissioner (OCWRC). The Standards herein apply to the collection of sanitary sewage via local Village-owned sanitary sewers for transportation to the Clinton Oakland Sewage Disposal System (COSDS) with ultimate transport to the Great Lakes Water Authority (GLWA) Wastewater Treatment Plant.

SECTION 8-2 DESIGN REQUIREMENTS

1. LOCATION AND DEPTH

- a. Sanitary sewers shall generally be located on the opposite side of the street from any proposed water mains and within the road right-of-way.
- b. Sewers shall preferably be constructed outside of paved parking areas, streets, and drives.
- c. Ten (10') feet of horizontal separation must be maintained between sanitary sewers, water mains, and storm sewers, measured from the outer edge. The minimum vertical separation between all utilities shall be eighteen (18") inches.
- d. Unless specifically approved by the Village, no sanitary sewer shall have less than five (5') feet of cover. In general, sanitary sewers shall have a minimum of eight (8') feet of cover below the finished road surface grade.
- e. Unless otherwise approved by the Village, the top of any sanitary sewer shall be at least nine (9') feet below finished grade elevation at the building setback line of each fronting property which the sewer is designed to serve.

2. SEWER CAPACITY

- a. Sanitary sewers shall be designed to serve all areas within the defined service area as determined by the Village, anticipating full development of such areas, with due consideration given to topography, existing natural features, established zoning, and any other documents published by the Village in this regard.
- b. The number of Residential Equivalent Units (REU or unit) to be assigned to any

particular premises shall be determined by the Lake Orion Village Code of Ordinances or the Village Administration and its decision shall be final. Village Administration, if the circumstances justify, may assign more than one REU to a single-family dwelling. No less than one REU shall be assigned to each premises for the purpose of computing the capital charge and the lateral benefit fee set forth; units in excess of one may be computed and assigned to the nearest 1/10 of a unit.

- c. Population per REU shall be calculated as not less than 2.44 people per REU, or as specified in the most recent Oakland County Water Resource Commissioner "Residential Equivalent Unit Study Report" for areas tributary to the Clinton-Oakland Interceptor.
- d. For service areas with design populations of 500 or less, peak design flow Q shall be 400 gallons per capita per day.

For service areas with design populations greater than 500, but less than 28,400, peak design flow per capita shall be based on the following formula:

$$Q = 100 \times \frac{18 + \sqrt{P}}{4 + \sqrt{P}}$$

Where Q = Peak flow in gallons per capita per day
P = Design population expressed in thousands

- e. The sewage system outlet must be investigated to determine if adequate capacity is available. The Village Engineer, and/or the Oakland County Water Resources Commissioner's office may be able to assist the Applicant's Engineer in identifying the service area and available capacity in the downstream system.
- f. The minimum pipe size for sanitary sewers shall be eight (8") inches nominal internal diameter or as required by Village DPW.
- g. Hydraulic calculations shall be based on Manning's formulas, with n = 0.013. Minimum design velocity shall be two (2') feet per second, and maximum design velocity shall be ten (10') feet per second, with pipe flowing full. The slope of the sewer between the last two manholes at the upper end of any lateral shall be increased to 1.00 percent or greater to obtain cleaning velocities.

Allowable Pipe Slopes

Pipe Diameter (Inches)	Minimum Slope (Feet per 100 Feet)	Maximum Slope (Feet per 100 Feet)
8	0.40	8.30
10	0.30	6.20
12	0.22	4.88
15	0.15	3.60
18	0.12	2.80
21	0.10	2.30

1. Maximum flow velocity for full pipe flow shall be maintained by continuity of the 0.80 diameter depth above invert for pipe size increases and also with intersecting sewer grade raised to compensate for head loss due to direction change.
2. Provide a drop of 0.10 feet in the downstream sewer invert for direction changes in excess of 30 degrees to compensate for velocity head loss of the incoming flow.

3. BUILDING LEADS

- a. Sanitary sewer extensions to serve a single development shall provide building leads to the easement or property line for each single family residence, or to five (5') feet outside the building envelope for each proposed building on the site, as part of sanitary sewer design and construction.
- b. Where sanitary sewer extensions cross multiple properties, construction of building leads from the public sewer to the easement and/or property line for each fronting parcel which the sewer is designed to serve shall be included with the construction of each sanitary sewer unless otherwise approved by the Village.
- c. Where the construction of building leads to the property line is not required concurrently with the sanitary sewer construction, a wye branch with riser is required. Said wye and riser shall be provided with a watertight stopper or plug with type of joint used for the sewer pipe and shall be installed for every lot or building site which the sewer extension is designed to serve.
- d. Where depth of sewer from top of pipe to finished surface exceeds ten (10') feet, risers shall be installed from wyes and tees to an elevation ten (10') feet below finished surface.
- e. Minimum size for gravity building leads shall be six (6") inch nominal internal diameter. Maximum length of building lead without a cleanout shall be one hundred (100') feet.

- f. Minimum slope for gravity building leads shall be one (1%) percent.

4. MANHOLES

- a. Manholes shall be constructed at every change in sewer grade, alignment, and pipe size, and at the end of each sewer line. Maximum distance between manholes shall be 350 feet for sewers thirty-six (36") inches and smaller in nominal diameter.
- b. Where future connections to a manhole are anticipated, stubs or blind drop connections with watertight plugs shall be provided.
- c. At all connections to manholes, sewers or extensions thereto, drop connections per the Village of [Lake Orion Sanitary Sewer Standard Details](#) shall be required when the difference in invert elevations exceeds eighteen inches (18").

5. SPECIAL STRUCTURES AND APPURTENANCES

Special structures and appurtenances for sewage collection require written approval of the Village. Preliminary plans for special structures and appurtenances required for sanitary sewer systems shall be submitted to the Village Engineer for review and comment prior to their inclusion in proposed construction drawings.

- a. Inverted Siphons will not generally be allowed.
- b. Grease, oil and sand interceptors shall be installed by the user when the Village Department of Public Works determines they are necessary for the proper handling of liquid wastes. All restaurants or establishments involved in the preparation of food shall install a grease interceptor.
- c. Sewage pumping stations shall have at least two pumps or ejectors, each sized to handle maximum design flow. For three or more pumps or ejectors, sizing of units shall be such that design flows can be accommodated with the largest unit out of service. Design features shall conform to the Ten States Standards of GLUMRB. When all pumps are operating, the pumping station shall not discharge flows which exceed the capacity of any downstream sewers.
- d. Pipe for force mains shall be designed to withstand both internal pressures and external trench and live loads. Design computations shall be submitted by the Developer's engineer for review and recommendation by the Village Engineer and approval by Village DPW.
- e. Force main pipe materials shall be ductile iron, HDPE pressure pipe, or PVC pressure pipe. Ductile iron pipe shall be cement lined. Force mains shall be pressure tested for water tightness to a test pressure equal to twice the total system head but no less than 150 psi held for a minimum 2-hour period, maximum 6-hour. Zero leakage allowed.

SECTION 8-3 PLAN REQUIREMENTS

All construction plans shall be submitted to the Village for sanitary sewer approval and shall contain, but not be limited to, the following information:

1. Sanitary sewer and water main shall generally be shown on the same sheet. Plan and profile views are required for all sanitary sewers and water mains. Profile views shall be located below the plan view where possible, with as close an alignment as possible.
2. Overall layout of the sewer system with manhole numbers. Manhole numbers shall be assigned consecutively and increasing in direction opposite to direction of flow in each sewer.
3. District limits of service area, population, and basis of design calculations for all sewer main construction.
4. Locations of all manholes and other sewer appurtenances and special structures.
5. Building leads or wye branches to be constructed or installed concurrently with sewer construction, with locations at easement and/or property lines. Length, size, end of lead invert elevations, and amount of riser shall be shown on the plan for each building lead.
6. Dimensions to sewers from property lines, right-of-way lines or buildings. Dimensions between parallel utility lines.
7. Size, slope, length, type and class of pipe, and controlling invert elevations for each section of proposed sewer between manholes in profile view.
8. Limits of special backfill requirements.
9. Profile over centerline of proposed sewer, of existing and finished ground, and pavement surfaces. Existing profile shall be obtained from actual field survey data.
10. In the plan and profile views, all crossings of utilities must be shown with elevations of invert and top of pipe. Minimum vertical clearance between utilities shall be one and one half (1.5) feet. Compacted granular backfill is required between utilities.
11. Profiles of sewers shall indicate the size, material type and class of pipe, class of bedding, length between structures, slope of pipe, and shall indicate the existing and proposed ground elevations above the route of sewer.
12. Location, by station, of every proposed manhole, with manhole number, invert elevation of all inlet or outlet pipes, and rim elevation in profile view. Where manhole inner diameter is greater than the standard four (4') feet, identify inner diameter.

13. Location, by station, of all building leads or wye branches to be constructed or installed concurrently with proposed sewer construction in profile view.
14. Required risers.
15. Invert elevation at property line (typical residential) or upstream end of lead 5' outside of building (commercial, multi-family).
16. Each Plan and Profile Sheet shall include a tabulated list of quantities appearing on that sheet.
17. Detail Sheets:
 - a. Plans must include the current [Village of Lake Orion Sanitary Sewer Standard Detail sheets](#).
 - b. Where special structures or appurtenances are proposed, plans shall include specific and complete details describing special or unusual sewer or allied construction requirements. Scales utilized for special details shall be selected to clearly portray intended construction and component or equipment arrangement. Scales used shall be clearly identified.

SECTION 8-4 CONSTRUCTION REQUIREMENTS

1. All materials shall conform to the current [Village of Lake Orion Standard Details](#).
2. No sanitary sewer construction shall commence without a valid EGLE Part 41 permit.
3. No building permits will be issued above the foundation for any development prior to the active service of the sanitary sewer. No occupancy shall be allowed in any instance without the required sewage collection system being in active service.

SECTION 8-5 EASEMENT REQUIREMENTS

1. Easements for publicly dedicated sanitary sewers not within the public road right-of-way shall be provided. Utilities shall typically be centered within easements. Applicant shall be responsible for preparation of easement and legal conveyance documents meeting Village requirements to be reviewed by the Village Engineer and Village Attorney. Example attached at [Appendix A](#).
2. Easements for possible extensions shall be provided to the property lines at locations designated by the Village. Within unplatted projects, sewers shall be installed parallel to the property lines, or building lines, with clearance distances to accommodate the full width of the proposed easement.

3. All sanitary sewer easements shall be a minimum of twenty (20') feet wide and shall be dedicated to the Village of Lake Orion. Where the sanitary sewer is more than ten (10') feet below the finished grade, the easement width shall be increased as required by the Village DPW, or not less than one additional foot of width per each additional foot of depth.
4. The easement descriptions shall extend a minimum of ten (10') feet beyond the upstream manhole. The easement documents shall contain a provision prohibiting the construction or locating of any underground utilities, aboveground structures or landscape trees within the limits of such easements.
5. New sanitary sewer extensions shall not be accepted by the Village until any required easements have been secured and legal conveyance documents finalized in accordance with Village Administration requirements.

**FRANCHISED UTILITIES
(Electric, Telephone, Gas, TV)**

SECTION 9-1 GENERAL

The intent of this Standard is to supplement the requirements of private utility construction within developments required to submit final site plans to the Village.

The Developer is advised to submit development plans to the utility companies for their review and approval prior to the start of construction.

SECTION 9-2 DESIGN REQUIREMENTS

1. All procedures, design, and construction of utilities shall be in conformance with the requirements of the supplying utility company.
2. Franchise utility providers shall make every effort to install all proposed utilities underground for their full length. Specific approval by the Village Administration or its authorized representative shall be required for the placement of above ground utilities and shall be based on a showing of substantial hardship or practical difficulty with underground installation. Existing overhead utilities on site shall be relocated underground.
3. Surface equipment shall be located so as not to interfere with traffic flow, parking, building access, or access to fire hydrants.
4. Surface transformers, pedestals and similar equipment shall be screened from view in compliance with Zoning Ordinance requirements, and the screening shall be shown on the Developer's landscape plans.
5. Electrical, telephone, gas and cable lines, and similar utilities may not share a common trench with sanitary sewer, water mains, or storm sewer and shall maintain a minimum of ten (10') feet of horizontal and eighteen (18") inches of vertical separation from them.

SECTION 9-3 PLAN REQUIREMENTS

Plans of all proposed utilities, whether or not in public rights-of-way, shall be submitted by the utility company to the Village for review and approval prior to starting construction. Plans shall contain, but not be limited to, the following information:

1. All existing and proposed franchise utility information, including lines, poles, and surface equipment shall be shown superimposed on the existing or proposed development with property lines, proposed and existing underground utilities, road rights-of-way, and Village utility easements.

SECTION 9-4 CONSTRUCTION REQUIREMENTS

1. If the utility company installs their utility after final grading has been completed, the utility company shall be responsible for restoring the area disturbed by their work to its original condition.
2. If the utility company fails to restore the disturbed area, it shall be the responsibility of the Developer to complete the restoration.

SECTION 9-5 EASEMENT REQUIREMENTS

1. Easements for franchise utilities not within the public road right-of-way shall be provided. Utilities shall typically be centered within easements.
2. Easement widths shall generally be ten (10') feet, or as necessary to accommodate all franchise utilities to be co-located within the easement. Franchise utility easements shall generally not be allowed to overlap Village easements for sanitary sewer or water main.

ABBREVIATIONS AND DEFINITIONS

SECTION 10-1 ABBREVIATIONS

- AASHTO — American Association of State Highway and Transportation Officials
- ADA — Americans with Disabilities Act of 1990, As Amended
- ANSI — American National Standards Institute
- ASTM — American Society of Testing and Materials
- AWWA — American Water Works Association
- BMP – Best Management Practices
- EGLE – Michigan Department of Environment, Great Lakes, and Energy
- FEMA – Federal Emergency Management Agency
- GLUMRB — Great Lakes-Upper Mississippi River Board
- IFC – International Fire Code
- MDOT — Michigan Department of Transportation.
- MIOSHA or OSHA — Michigan Occupational Safety and Health Administration
- MS4 – Municipal Separate Storm Sewer System
- NPDES — National Pollutant Discharge Elimination System
- OCWRC — Oakland County Water Resources Commissioner
- RCOC — Road Commission for Oakland County

SECTION 10-2 DEFINITIONS

- Administrative policy* is the administrative guidelines to the Ordinance.

- Aggregate* (1) is a rock, stone, or other granular material, (2) means inert material that is mixed with Portland cement and water to produce concrete.

- Applicant* shall be the party or the parties who are submitting development or improvement plans for review and approval by the Village.

- Aquatic vegetation* shall mean plants and plant life forms which naturally occur in, at, near, or predominantly near water.

- As-builts or Record Plans* shall be revised plans showing the as-constructed conditions of the

site, including utilities, grading, detention, and the like.

Association for a condominium development shall have the same meaning as “Association of Co-Owners” found in Act 59, Michigan Public Acts of 1978, as amended. For a subdivision or other development it shall mean an association of homeowners or property owners, sometimes referred to as a Homeowners Association or HOA, organized pursuant to deed restrictions and/or restrictive covenants in a particular development.

Base course: The bottom portion of a pavement where the top and bottom portions are not of the same composition.

Base flood (100-year flood) shall mean the flood having a one (1%) percent chance of being equaled or exceeded in any given year, or of a magnitude that may be equaled or exceeded once in any 100-year period.

Base shall mean a layer of selected, processed or treated aggregate material of planned thickness and quality placed immediately below the pavement and above the subbase or subgrade soil.

Berm means a landscaped earthen undulation which gently blends into surrounding terrain.

Best Management Practices (BMP) means structural, vegetative, or managerial measures, activities, which help to achieve soil erosion and sedimentation control objectives or enhance stormwater quality and/or quantity.

Bottom land shall mean the land area of a lake, stream, or watercourse which lies below the ordinary high-water mark, and which may or may not be covered by water.

Buffer strips (1) are landscaped areas composed of living plant material, a wall or berm, or a combination thereof for the purpose of visual screening and/or noise reduction between conflicting land uses and/or between a thoroughfare and an existing land use. (2) are vegetative areas left in a native state or planted adjacent to water courses or stormwater facilities which provide a transition between developed areas and these environmentally sensitive areas typically provided to provide soil erosion and sedimentation control (SESC) protection and enhance water quality.

Building drain is that part of the lowest piping of the wastewater drainage system of a building which receives the sanitary sewage from waste pipes, and other drainage pipes inside the perimeter walls of the building and conveys it to the building sewer or sanitary service leads, which begins approximately five (5') feet outside the building wall.

Building sewer (or sanitary sewer lead or building lead) is that part of the exterior sewer piping of a drainage system which continues from a building drain (approximately 5 feet outside the building wall) and carries the flow emanating from the building drain to the sanitary sewer.

Channel shall mean the geographical area within the natural or artificial banks of a watercourse required to convey continuously or intermittently flowing water under normal or average flow conditions.

Check dam means an earthen, stone, or manufactured structure placed perpendicular in a swale or channel or ditch which reduces water velocities. The design must follow very specific criteria.

Cleanout is a pipe through which cleaning equipment can be pushed to unplug a sewer.

Clear cut shall mean the removal of all existing trees and/or vegetation on a site.

Clearing means any activity which removes the vegetative surface cover including tree removal, stripping, grubbing, and storage or removal of topsoil.

Commercial Developments are businesses or other such developments that are not intended for residential use.

Compaction is the densification of soil by mechanical means involving the expulsion of excess air.

Concrete is a mixture of Portland cement, fine aggregate, coarse aggregate, and water, with or without admixtures.

Condominium or Condominium Project shall mean a development consisting of not less than two condominium units established in conformance with the Condominium Act, Michigan Public Act 59 of 1978, as amended.

Contractor means any person(s) under written contract with the owner, developer, or applicant to perform the described work.

Conveyance system or conveyance facility is a storm drain, pipe, swale, or channel.

County agency is an officer, board, commission, department, or other entity of county government.

County drain refers to drains established and/or constructed pursuant to the Michigan Drain Code, Act 40 of the Public Acts of 1956, as amended.

County refers to County of Oakland, State of Michigan.

Deposit in terms of construction activity shall mean to fill, place, or dump.

Designated Agent, Agent, or Designee is a person who has written authorization from the owner, developer, or applicant to sign the application and secure a permit in the owner's name.

Detention Ponds shall mean a facility designed for holding or detaining stormwater runoff for a relatively short period of time and then releasing it at a controlled rate to a downstream storm sewer system or the natural water course where it returns to the hydrologic cycle. The objective of a detention facility is to regulate the runoff from a given rainfall event and to reduce the impact on downstream drainage systems, natural or man-made.

Developer means a person or other legal entity who creates or develops any parcel of land for any use other than agricultural.

Developer/Owner's Engineer or Design Engineer shall mean the licensed engineer who has prepared the construction plans for review and approval.

Development documents shall mean: (a) for a condominium project, the master deed, Exhibit B Drawings, and bylaws provided by Act 59, Public Acts of 1978, as amended; and (b) with regard to subdivisions or other developments, deed restrictions and/or restrictive covenants.

Development (1) shall include a subdivision as defined by Act 288, Public Acts of 1967, as amended, a condominium pursuant to the provisions of Act 59, Public Acts of 1978, as amended, or any group of dwellings or structures which are proposed. (2) Shall mean any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation, or drilling operations.

Disturbed area means an area of land subject to erosion due to the removal of vegetative cover and/or earth moving activities, including filling.

Diversion means a ridge graded to divert water to a specific location. It is normally used to reduce the length of slope water runs over, thus reducing the erosive speed of the runoff.

Drain Commissioner's Office is the Oakland County Water Resources Commissioners Office.

Drain is either a County Drain or a private storm drain.

Drainage course shall mean the location of existing surface water such as a lake, pond, river, stream, creek, wetland, or similar feature.

Drainage way means surface or subsurface drains that remove excess surface water or ground water from land.

Driveway approach or apron shall be that portion of a driveway located between the road right-of-way line and the traveled portion of roadway or between the driveway radii returns and the traveled portion of the roadway, whichever is greater in size.

Driveway shall mean any area or portion of a premises, lot, parcel, or yard used or proposed to be used to provide a means of ingress, egress, access and circulation of vehicles and traffic

to, from, and between any public or private street or road, principal or accessory building, use or structure, loading spaces, or parking spaces.

Dwelling shall mean a structure primarily designated or used for residential purposes.

Earth Change is a human-made change in the natural cover or topography of land, including cut and fill activities, which may result in or contribute to soil erosion or sedimentation of the waters of the state.

Easement is the legal document executed to provide the right to use or control the property of another for designated purposes.

Encroachment shall mean (1) any impact to a wetland or other natural feature, or (2) any unauthorized use, trespass, or alteration of areas designated on the plans for preservation, protection or not intended for such activities.

Erosion control permit means a permit issued by the Oakland County Water Resources Commissioners Office.

Excavation shall mean any breaking of ground.

Existing Grade means the vertical location of the existing ground surface or structure prior to excavating or filling.

Expansion shall mean any activity whereby additional structures or users shall be added to an existing system.

Filling means the depositing or dumping of any matter onto or into the ground.

Final Site Plan shall be a plan showing all features of a proposed development, as required under the provisions of the Village Zoning Ordinance, including all engineering required on the development construction plans such as paving, grading, utilities, detention, and the like.

Finished grade means the final grade or elevation of the ground surface conforming to the proposed design.

Flood hazard area means land which, on the basis of available floodplain information, is subject to a one percent or greater chance of flooding in any given year.

Flood or flooding means a general and temporary condition of partial or complete inundation of normally dry land areas from: (1) the overflow of inland or tidal waters; (2) the unusual and rapid accumulation or runoff of surface waters from any source; (3) the collapse or subsidence of land along the shores of a lake or other body of water as a result of undermining cause by waves or currents of water exceeding anticipated cyclical levels, or suddenly caused by an unusually high water level in a natural body of water, accompanied by severe storm, or by an

unanticipated force of nature, such as a flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseen event which results in flooding.

Floodplain (flood hazard area) shall mean land which, on the basis of available information, would be subject to inundation during a base flood event.

Floodway shall mean the channel of a river or other watercourse and the adjacent land areas which must be reserved in order to discharge the base flood.

Franchised Utilities shall mean utilities, such as electric, cable, gas, and telephone, which are not maintained by the Village or the County.

Freeboard is (1) the vertical distance between the high-water surface elevation and the crest of a dam, top of a channel side or the lowest elevation of a detention/retention pond embankment. (2) The distance the water surface can rise before it overflows.

GLUMRB is the Recommended Standards for Water Works (2022) or Recommended Standards for Wastewater Facilities (2014) (often referred to as Ten States Standards, as amended and updated from time to time), prepared by the "Standards Committee" of the Great Lakes-Upper Mississippi River Board of State Sanitary Engineers.

Grading Plan is a sealed drawing or plan and accompanying text prepared by a registered engineer or landscape architect which shows alterations of topography, alterations of watercourses, flow directions of stormwater runoff, and proposed stormwater management and measures, having as its purpose to ensure that the objectives of these Standards are met.

Headwall is the entrance to a culvert or sluiceway.

Impervious Surface is the surface that does not allow stormwater runoff to slowly percolate into the ground.

Infiltration is the movement of water downward from the ground surface through the upper soil.

Lake refers to the Great Lakes, and all natural and artificial inland lakes or impoundments that have definite banks, a bed, visible evidence of a continued occurrence of water, and a surface area of water that is equal to, or greater than, one acre, including any navigable tributaries. Lake does not include sediment basins and basins constructed for the sole purpose of stormwater management, retention, cooling water, or treating polluted water.

Loading space shall mean a facility or space which permits the standing, loading or unloading of trucks, and other vehicles other than on or directly from a public right-of-way.

Looped Connection shall mean a system that has more than one (1) connection to an existing system of streets, sewers, water mains, etc.

Material shall mean soil, sand, gravel, clay, peat, debris and refuse, or any other substance, organic or inorganic.

New construction shall mean structures for which the start of construction commenced on or after the effective date of this section.

Non-point source pollution means pollution that is washed off the surface of land and impervious surfaces.

Open Drainage Facilities are means of stormwater conveyance, such as ditches and swales that are above ground.

Operation shall mean the making of additions or deposits, performing any construction or excavation activity, removing, improving and/or developing land in any manner, or any combination thereof.

Ordinary high-water mark shall mean the line between upland and bottom land which persists through successive changes in water levels, below which the presence and action of the water is so common or recurrent that the character of the land is markedly distinct from the upland and is apparent in the soil itself, the configuration of the surface of the soil and the vegetation. On an inland lake which has a level established by law, it means the high established level. Where water returns to its natural level as a result of a permanent removal or abandonment of a dam, it means the natural ordinary high-water mark.

Owner shall mean any person who has dominion over, control of, title to and/or any other proprietary interest in real estate or real property, or who is engaged in construction in a public right-of-way in accordance with Sections 13, 14, 15, and 16 of Act No. 368 of the Public Acts of 1925, as amended.

Parking space shall be a permanently surfaced area of land adequate to carry out the off-street parking regulations of the Village of Lake Orion Zoning Ordinance and an area for each motor vehicle complying with the Zoning Ordinance, exclusive of drives, aisles, and entrances giving access thereto, and fully accessible for the storage and parking of permitted vehicles.

Parking lot shall be a facility other than for single or two-family dwellings providing vehicular parking spaces along with adequate drives and aisles for maneuvering, so as to provide access for entrance and exit for the parking of more than three vehicles.

Peak Rate of Discharge is the maximum rate of stormwater flow at a particular location following a storm event, as measured at a given point and time in cubic feet per second (CFS).

Pedestrian Facilities shall be sidewalks, safety paths, and nature trails designed and constructed for non-motorized uses.

Plot Plan shall mean a plan for an individual single-family home site prepared at a standard

engineering scale on either 8 ½" x 11", 8 ½" x 14", or 24" x 36" size document showing all information required for a building permit, existing and proposed site elevations, and dimensional ties between proposed and existing structures and the property line(s).

Potable water is water that is suitable for human consumption.

Private Roads are those which are to be maintained and operated by the Owner, Association, or adjacent property owners.

Public Roads shall be those which have been or are to be dedicated to the Village of Lake Orion, or other governmental agency.

Registered professional or licensed professional shall be a registered professional engineer (P.E.), surveyor (P.S.), architect (R.A), or landscape architect (R.L.A.) who is registered in the State of Michigan and whose license is in good standing.

Retention Ponds shall mean a facility without the ability for gravity drainage whereby water is held for a considerable length of time for aesthetic, agricultural, consumptive, holding of storm runoff, or other uses. The water may never be discharged to a natural water course, but it is intended to be dissipated by plants, evaporation, or infiltration into the ground.

Right of Way (R.O.W.) is the strip of land occupied or intended to be occupied by a street, railroad, electric transmission line, oil or gas pipeline, water main, sanitary or storm sewer, or other special use.

Runoff shall mean the surface discharge of precipitation to a watercourse or low area.

Sanitary sewage or wastewater shall mean wastewater discharged from homes, commercial establishments, and other structures, designated as sanitary flow because it is composed of used or spent water resulting from human use in so-called sanitary conveniences.

Sanitary sewer shall mean a pipe or conduit, with appurtenances, that carries liquid and/or water-carried wastes from residences, commercial buildings, industrial plants, and institutions, together with minor quantities of storm, surface, and groundwaters that are not admitted intentionally.

Sanitary sewer system shall mean a facility for the transportation, collection, processing, or treatment of sanitary sewage.

Sediment basin is a naturally occurring or constructed depression used for the sole purpose of capturing sediment during or after an earth change activity.

Sediment is the solid particulate matter, mineral or organic, that has been deposited in water, is in suspension in water, is being transported, or has been removed from its site of origin by the process of soil erosion.

Site improvements shall mean any grading, street surfacing, curb and gutter, sidewalks, crosswalks, water mains and lines, sanitary sewers, culverts, bridges, utilities, and other additions to the natural state of the land which increases its value, utility, or habitability.

Soil erosion is the wearing away of land by the action of wind, water, gravity, or any combination thereof.

Soil erosion and sedimentation control measures means control measures which are installed or constructed to control soil erosion or sedimentation until permanent stabilization is established.

Soil Boring is a geotechnical investigation and analysis of soil conditions taken from digging, auguring, or other means of extracting soil from its place of origin.

Stabilization is the establishment of vegetation or the proper placement, grading, or covering of soil to ensure its resistance to soil erosion, sliding, or other earth movement.

Steep slope as it relates to the provisions of Section 1 and Section 2 means a slope over 15% grade, which is characterized by increased runoff, erosion, and sediment hazards.

Storm drain is a conduit, pipe, natural channel, or human-made structure which serves to transport stormwater runoff.

Stormwater Management Plan means drawings and written information prepared by a registered engineer, registered landscape architect, or registered surveyor which describe the way in which accelerated soil erosion and/or stormwater flows are proposed to be controlled, both during and after construction, having as its purpose to ensure that the objectives of these Standards are met.

Stream is a river, creek, or other surface watercourse which may or may not be serving as a drain as defined in Act No. 40 of the Public Acts of 1956, as amended, and which has defined banks, a bed, and visible evidence of the continued flow or continued occurrence of water.

Structure shall mean any walled and roofed building, a gas or liquid storage tank, or any facility that is principally above ground. In the context of underground utilities, it shall mean any manhole, catch basin, vault, hydrant, well, or the like.

Subbase is the layer of aggregate placed on the existing soil as a foundation for the base.

Subdivision shall mean the partitioning or dividing of a parcel or tract of land by the proprietor thereof or by his heirs, executors, administrators, legal representatives, successors or assigns for the purpose of sale or lease for more than one year, or building development, where the act of division creates five (5) or more parcels of land, each of which is ten (10) acres or less in area; or five or more parcels of land, each of which are ten (10) acres or less, are created

by successive divisions within a period of ten (10) years.

Subdivision Association shall mean an association of owners organized pursuant to deed restrictions and/or restrictive covenants in a particular development.

Subgrade is the portion of a roadbed surface that has been prepared as specified, upon which a subbase, base, base course, or pavement is to be constructed.

Surface Drainage refers to all water flow across the surface of land.

Surface water is any water including ponds, lakes, streams, rivers, drains, and wetlands.

Swale: (a) a low-lying portion of land, below the general elevation of the surroundings; (b) a natural ditch or long, shallow depression through which accumulated water from adjacent watersheds drains to lower areas.

Time of concentration is the time required for water to flow from the most distant point on a runoff area to the measurement or collection point.

Village Attorney is the professional legal firm employed by the Village.

Village Council is the Village Council of Lake Orion.

Village Engineer is the professional engineering firm employed by the Village.

Village Planner is the professional planning firm employed by the Village.

Village shall mean the Village of Lake Orion, Oakland County, Michigan, acting through its duly elected Village Council.

Upland shall mean the land area adjoining a lake, stream, or watercourse, above the ordinary high- water mark, uses for which are essentially non-aquatic.

Utility shall mean water main, sanitary sewer, storm sewer, natural gas, electricity, telecommunications, cable or other services of a similar nature, whether provided by public agencies or private companies.

Vegetative cover means grasses, shrubs, trees, and other vegetation which hold and stabilize soils.

Watercourse or waterway shall mean any waterway or other of water having well defined banks, including rivers, streams, creeks, and brooks, whether continually or intermittently flowing, and lakes and ponds, or as otherwise shown on an official watercourse and/or wetland map.

Water main shall mean a facility for the transportation and distribution of potable water.

Watershed is an area in which there is a common outlet into which stormwater utility flows, otherwise known as a drainage area.

Wetlands shall mean land characterized by the presence of water or a frequency and duration sufficient to support and that under normal circumstances does support wetland vegetation or aquatic life and is commonly referred to as a bog, swamp, or marsh. A wetland may be regulated by EGLE in compliance with Part 303 of Public Act 451 of 1994, as amended.

Zoning Ordinance shall mean the Village of Lake Orion Zoning Ordinance.

APPENDICES

**EASEMENT FOR MUNICIPAL UTILITIES
VILLAGE OF LAKE ORION**

PROJECT #

NAME OF PROJECT:

SECTION:

_____, a Michigan _____ ("Grantor"), whose address is _____, grants conveys, and releases to the Village of Lake Orion, a Michigan municipal corporation ("Grantee"), whose address is 21 East Church Street, Lake Orion, MI, 48362 for the sum of One Dollar (\$1.00) ("Consideration"), the receipt and sufficiency of which are hereby acknowledged, a perpetual easement ("Easement") for the construction, use, operation, installation, inspection, repair, maintenance, reconstruction, replacement and public use of Grantee-Owned Public Utilities (as defined below), over, under and across the following described parcel of land ("Real Property"):

SEE REAL PROPERTY LEGALLY DESCRIBED IN ATTACHED EXHIBIT "A"

Commonly known as: _____

Parcel Number: _____

The Easement shall be a perpetual easement on those portions of the Real Property described as follows ("Easement Areas"):

SEE ATTACHED EXHIBIT "B" DRAWINGS

The perpetual easement granted herein shall be used for the purpose of the operation, maintenance, repair or replacement of the public water/sewer system constructed in accordance with the plans and specifications approved by the Grantee.

Grantor hereby grants and conveys to Grantee all of Grantor's right, title and interest, if any, in all municipal utilities (such as, but not limited to, water mains, sanitary sewers and public storm sewers), and all equipment, piping, appurtenances and related facilities incidental to such utilities, which may now or subsequently be located in the Easement Areas and which have been inspected and accepted by Grantee (collectively referred to in this Easement as "Grantee-Owned Public Utilities").

Grantee, its agents, employees and contractors shall have the right of ingress and egress to and from the Easement Areas across the Real Property for the purpose of constructing, operating, installing, inspecting, repairing, maintaining, reconstructing and/or replacing the Grantee-Owned Public Utilities which are at any time located in the Easement Areas. Grantor, its successors and assigns shall reimburse Grantee for any and all expenses incurred by Grantee to repair any damages to the Grantee-Owned Public Utilities caused by the Grantor, its agents, employees, contractors, licensees, invitees, successors or assigns.

Grantor, its successors and assigns shall be responsible for all maintenance of the Easement Areas, excluding the repair, maintenance, reconstruction, and replacement of the Grantee-Owned Public Utilities or damage to the Easement Areas caused by the Grantee its agents, employees or contractors pertaining to the construction, operation, installation, inspection, repair, maintenance, reconstruction, or replacement of Grantee-Owned Public Utilities.

Grantor, its successors and assigns shall not grant any other easements in the Easement Areas to any individual, person or entity without the prior written consent of Grantee.

Grantor, its successors and assigns hereby agree to indemnify and hold Grantee harmless from any and all claims, debts, causes of action or judgments for any damage to property and/or injury to any person which may arise on the Real Property, unless such damage or injury was caused by (i) the activities of Grantee, its agents, employees or contractors pertaining to the construction, operation, installation, inspection, repair, maintenance, reconstruction, or replacement of Grantee-Owned Public Utilities within the Easement Areas, or (ii) a defect or condition relating to the Grantee-Owned Public Utilities which did not arise from the intentional acts of Grantor, its agents, employees, contractors, licensees, invitees, guests, successors or assigns.

No landscaping (other than sod or grass), trees or shrubs, buildings or other structures shall be placed or maintained in the Easement Areas or within such proximity to them so as to interfere with the construction, operation, installation, inspection, repair, maintenance, reconstruction and/or replacement of the Grantee Owned Public Utilities located within the Easement Areas. Temporary non-use or limited use of the Easement by Grantee shall not prevent Grantee from making use of the Easement to the fullest

extent authorized by law.

The area of the Real Property disturbed by construction or maintenance activities of Grantee, its agents, employees or contractors under this Easement shall be restored by Grantee, its agents, employees or contractors to substantially the same condition as existed immediately prior to the construction or maintenance activities of Grantee, its agents, employees or contractors.

Grantee may assign its rights under this Easement to any federal, state or county agency or to any other municipality.

This Easement is irrevocable and shall run with the Real Property and shall be binding upon the heirs, personal representatives, successors, and assigns of Grantor.

This instrument contains the entire agreement between the Parties relating to the rights herein granted and the obligations herein assumed. Any oral representations or modifications concerning this instrument shall be of no force and effect. Any modification of this Easement must be in writing and must be signed by the Parties to be changed.

This Easement is made and entered into in the State of Michigan and shall in all respects be interpreted, enforced and governed under the laws of the State of Michigan. The language of all parts of this Easement is intended to and, in all cases, shall be construed as a whole according to its fair meaning, and not construed strictly for or against any party.

It is further understood and agreed between the Parties that the terms and conditions herein are contractual and are not a mere recital and that there are no other agreements, understandings, contracts or representations between Grantor and Grantee in any way related to the subject matter hereof, except as expressly stated herein.

If any provision of this Easement or its application to any person or circumstance shall to any extent be invalid or unenforceable, the remainder of this Easement shall not be affected and shall remain valid and enforceable to the fullest extent permitted by law.

The individuals executing this Agreement warrant that they are duly authorized and fully empowered to execute this Agreement on behalf of their respective Parties.

This Easement shall be recorded in the Oakland County Register of Deeds by the Grantee or Grantee's agent.

This Easement is exempt from transfer taxes under MCL §207.505(a) and MCL §207.526(a).

This Easement is executed this _____ day of _____, 20__.

GRANTOR:

By: _____

Its: _____

STATE OF MICHIGAN)
) ss:
COUNTY OF OAKLAND)

On this _____ day of _____, 20____, before me personally appeared _____, who acknowledged that with authority on behalf of _____ to do so he/she signed this Agreement.

Notary Public
_____ County, Michigan
Acting in _____ County, Michigan
My commission expires: _____

Drafted by:

Beier Howlett, P.C.
By: Mary M. Kucharek
3001 W. Big Beaver Rd., Ste. #600
Troy, MI 48084

After recording, return to:

Village of Lake Orion
Village Clerk
21 East Church Street
Lake Orion, MI 48362

MAINTENANCE AND GUARANTEE BOND
(for Private Site Development)

KNOW ALL MEN BY THESE PRESENTS, That we, the developer _____
_____, hereinafter called Principal, and
_____, hereinafter called
Surety, a corporation organized under the laws of the State of Michigan and authorized as a surety
business in the State of Michigan, are held and firmly bound unto the municipal / public agency known
as the Village of Lake Orion, Michigan as Obligee, in the fair and just sum of:
_____ (\$ _____) good and lawful
money of the United States of America, for which payment well and truly to be made, we bind ourselves,
our heirs, executors, administrators, successors and assigns, and each and every one of them jointly
and severally, firmly by these presents.

WHEREAS, the above named principal has constructed or caused to have constructed the following
described public improvements in a public easement and/or right of way in the Village of Lake Orion:

(Check all applicable items)

- | | |
|--|--|
| <input type="checkbox"/> Water Main System | <input type="checkbox"/> Sanitary Sewer System |
| <input type="checkbox"/> Storm Sewer System | <input type="checkbox"/> Roadway |
| <input type="checkbox"/> Sidewalk or Pathway | <input type="checkbox"/> Other: _____ |

Which have been or are about to be accepted by the Obligee for the project known as
_____, located in the _____ ¼ of
Section_____.

AND WHEREAS, it is required that the Principal should guarantee the project from defects caused by
faulty materials or workmanship for a period of _____ year(s) from and after the date of acceptance of
same by the Obligee.

The Obligee shall notify the Principal in writing of any defect for which the Principal is responsible and
shall specify in said notice a reasonable period of time within which the Principal shall have to correct
said defect. If the Principal fails to correct such defect within the time specified in said notice, then the
Surety shall have sixty (60) days thereafter within which to take such action as it deems necessary to
insure performance of the Principal's obligation. If such defect is not corrected after the expiration of
such sixty-day period, then the Obligee shall have the right to correct such defect and the Principal and
Surety, jointly and severally, shall pay all costs and expenses incurred by Obligee in correcting such
defect; including but not limited to, the engineering, legal, administrative and other costs, together with
any damages either direct or consequential, which the Obligee may sustain on account of the Principal's
failure to correct such defect. In addition, the Obligee shall have the right to contract for the correction of
such defect and, upon acceptance of the lowest responsible bid, the Principal and Surety shall become
immediately liable for the amount of the said bid.

If any repair is necessary to be made at once to protect life and property, then and in that case, the
Obligee make take immediate steps to repair or barricade such defects without notice to the Principal or
Surety. In such accounting, the Obligee shall not be held to obtain he lowest figures for the doing of the
work, or any part thereof, but all sums actually paid therefore shall be charged to the Principal or Surety.

In this instance, the judgement of the Obligee is final and conclusive.

The Principal shall fully indemnify, defend and save harmless the Obligee, and its agents, consultants, employees and officers from all suits and actions for damages of every name and description brought or claimed against them for, or on account of, any injury of damage to person or property received or sustained by any party or parties, by or from any of the acts or omissions or through the negligence of said Principal, and its servants, agents or employees, in the prosecution of the work, and from any and all claims arising under the Workman's Compensation Act, so-called, in the State of Michigan.

NOW, THEREFORE, if the above named Principal shall for a period of two (2) years from and after the acceptance of the completed project by the Obligee replace any and all defects arising in said work whether resulting from defective materials or defective workmanship, then the above obligation shall be null and void; otherwise to remain in full force and effect for two (2) years from the date of acceptance by the Obligee.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed by their respective authorized officers this _____ day of _____, 20_____.

WITNESS:

PRINCIPAL

By _____

Name

Name

Title: _____

Address: _____

Phone: _____

SURETY

By _____

Name

Name

Title: _____

Address: _____

Phone: _____

BOND FOR FAITHFUL PERFORMANCE

KNOW ALL MEN BY THESE PRESENTS, That _____
_____ as principal, and

_____, as surety, are held and
firmly bound unto the Village of Lake Orion, Michigan, a Municipal Corporation, in the
sum of:

good and lawful money of the United States of America, to be paid to said Village of Lake Orion, its legal representatives and assigns, for which payment well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, and each and every one of them, jointly and severally, firmly by these presents.

Sealed with our Seals and dated this _____ day of _____ A.D. 20

WHEREAS, the above named principal has entered into a certain written contract with the Village of Lake Orion, dated this _____ day of _____ A.D. 20, wherein the said principal covenanted and agreed as follows, to-wit:

TO COMMENCE AND COMPLETE the:

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS such that if the above named principal or their legal representatives or successors, shall in all things well and truly keep and perform the covenants, conditions, and agreements in the manner and form and at the time agreed upon to be kept and performed as provided by said contract, and plans, drawings, and specifications, referred to in said contract, and as may be required by the changes, alterations, and modifications thereof, as provided in said contract, then the above obligation shall be void; otherwise to remain in full force and effect.

This bond is given upon the express condition that any changes, alterations, or modifications that may be hereafter ordered or made in the construction and complete installation of the work herein referred to, or the placing of an inspector or superintendent thereon by the Village of Lake Orion shall not operate to discharge or release the surety or sureties thereon.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed by their respective authorized officers this _____ day of _____ A.D. 20 ____.

Signed, Sealed and Delivered in the Presence of:

_____	_____ (L.S.)
_____	_____ (L.S.)
_____	_____ (L.S.)



PERMIT APPLICATION
FOR COMMUNITY WATER SUPPLY SYSTEMS
(CONSTRUCTION – ALTERATION – ADDITION OR IMPROVEMENT)
AS DESCRIBED HEREIN
Required under the Authority of 1976 PA 399, as amended (Act 399).

This application form is not an Act 399 Permit. A permit will be generated and issued by authorized Michigan Department of Environment, Great Lakes, and Energy staff. See [EGLE - Instructions and Explanation for Permit Application for Water Supply Systems \(Michigan.gov\) \(EQP5877a\)](#) for additional information to complete and submit this application.

Water Supply Details

This application is for the following Type I Public Water Supply System.

Public Water Supply ID (PWSID): 3740

Public Water Supply (PWS) Name: Village of Lake Orion

Water Supply Representative

Please provide the following details about the Water Supply Representative to serve as the primary contact for the PWS.

Contact Name: Wesley Sanchez

Title: DPW Director

Email Address: wsanchez@lakeorion.org Phone Number: 248-693-8391

Design Engineer Details (Primary Project Designer)

Please provide the following details about the person that is primarily responsible for design of the project.

Is the Design Engineer preparing this application? Yes No

Design Engineer Name: _____

Design Engineer License Number: _____

Engineering Firm Name: _____

Email Address: _____ Phone Number: _____

Project Construction Inspection

Indicate who will provide project construction inspection.

Water Supply

Design Engineer

Other – Name/Email/Phone/Address: Nowak & Fraus Engineers

46777 Woodward Ave., Pontiac, MI 48342

248-332-7931

Project Details

Provide details about the project.

Project Name: _____

(Provide phase number if project is segmented.)

Purpose: Alteration New Development Replacement

Location (city, village, township): Lake Orion

County (location of project): Oakland

Facilities Summary: Provide a brief narrative of the proposed project, limited to 1,000 characters. Details of each individual facility will be required in the Facility Details section below. Applications without adequate facilities descriptions will be denied.

Proposed Facilities

Check all Facility Types that apply:

- Main(s) Well(s) Storage Tank(s) Pump(s) Treatment Process Other

Facility Details

For each Facility Type selected, provide at least the relevant information described in the corresponding table. Expected responses are provided as a footnote to each table. Use additional sheets if needed. Applications without adequate Facilities Details will be denied.

Main Facility

Length (ft.)	Size (in.)	Material	Construction Type	Segment Description

Material: Concrete, Cured-in-Place Pipe (CIPP), Ductile Iron (DI), High Density Polyethylene (HDPE), Molecularly-Oriented PVC (PVCO), Other, Polyvinyl Chloride (PVC), Steel.

Construction Type: Water Main Expansion, Replacement or Rehabilitation, Minor Repair(s), New Appurtenance(s).

Segment Description: Identify this stretch of water main. Roads and intersections are commonly used. EXAMPLE – Installed along Lake Street from 1st Avenue to 5th Avenue.

Well Facility

Diameter (in.)	Depth (ft.)	Capacity (GPM)	Well Pump Type	Construction Type	Comments – Include Well ID

Well Pump Type: Submersible, Vertical Turbine.

Construction Type: Replacement or Rehabilitation, Minor Repair(s), New Appurtenance(s), New Well(s).

Comments – Include Well ID: Briefly describe the work being done and the associated well. Include a Well ID, if applicable. Well ID to be sequential with existing and abandoned wells.

EXAMPLE – Pump upgrade and water level device install to East Well (WL004).

Tank Facility

Volume (gal.)	Tank Type	Construction Type	Comments – Include Storage ID and Number of Tanks

Tank Type: Below Ground Storage, Elevated, Ground, Hydropneumatic, Other.

Construction Type: Replacement or Rehabilitation, Minor Repair(s), New Appurtenance(s), New Tank(s).

Comments: Briefly describe the work being done and the associated tank(s). Include a Storage ID and number of tanks, if applicable.

EXAMPLE – Install mixing system and vent replacement to Hill Road Tower (ST301).

Pump Facility

TDH (ft.)	Capacity at Stated TDH (GPM)	Pump Type	Number of Pumps	Construction Type	Comments – Include Pump Facility ID

Pump Type: Horizontal Centrifugal, Other, Submersible, Vertical Turbine.

Construction Type: Replacement or Rehabilitation, Minor Repair(s), New Appurtenance(s), New Pump(s).

Comments – Include Pump ID: Briefly describe the work being done and the associated pump(s). Include a Pump Facility ID, if applicable.

EXAMPLE – Additional pump installed at Booster Station 3 (PF003).

Treatment

Construction Type	Related Treatment	Comments – Include Treatment Plant/Facility ID

Construction Type: Replacement or Rehabilitation, Minor Repair(s), New Appurtenance(s), New Treatment Process or Component.

Related Treatment: Corrosion Control, Disinfection, Filtration, Fluoridation, Other, Prefilter.

Comments: Briefly describe the work being done at the associated treatment site. Include a Treatment Facility ID, if applicable.

EXAMPLE – Media replacement at Hill Road facility (TP103); new IRP at South Street well facility (TP101).

Other

Type	Description

Type: Identify the facility type.
Examples – intake, PRV, etc.

Description: Briefly describe the work being done and the associated facility location.

Is a basis of design needed for any of these Facility Types?

YES NO

If YES, remember to include a Basis of Design document as described in the permit instructions. For water main, complete the [Basis of Design \(EQP5877b\)](#) template.

If NO, explain why a basis of design is not needed.

1. Is the Water Supply a customer, wholesale purchaser, or bulk purchaser?

YES NO

If YES, please provide the following details about the Seller Public Water Supply.

Seller PWS Name: GLWA

Seller PWSID: 2838

Does the water service contract require water producer/seller to review and approve customer/wholesale/bulk purchaser water system construction plans?

YES NO

If YES, please ensure that an approval letter from the water producer/seller is attached to the Permit Application to ensure faster processing of your request.

2. Are sealed and signed engineering plans attached? Please restrict engineering plans to drinking water utilities. Relevant product information should be included as applicable.

YES NO

If NO, explain why engineering plans are not needed.

3. Are sealed and signed construction specifications attached? Specifications should be up-to-date and reflect current industry standards.

YES NO

If NO, explain why construction specifications are not needed. Standard specifications need to be on file at EGLE. Provide the name and date of the specifications.

4. Was an evaluation of the project area for sites of contamination conducted? Please reference the [Contaminated Site Evaluation Checklist \(EQP5877c\)](#) for resources and guidance.

YES NO

If NO, explain why no evaluation was required.

5. Is the project in or adjacent to a site of suspected or known soil or groundwater contamination? Please reference the [Contaminated Site Evaluation Checklist \(EQP5877c\)](#) for resources and guidance.
 YES NO
If YES, estimated contaminant location(s) must be shown and labeled on the plans and a summary of the contaminant nature and extent and other relevant information provided. The water system design must mitigate potential risks from the contamination. Areas of contamination should be avoided to the maximum extent possible. Part 201 and Part 213 of Act 451 requirements must be met, and any contaminated soil and groundwater must be appropriately managed if encountered.

6. Were Recommended Standards for Water Works, Suggested Practice for Water Works, American Water Works Association (AWWA) guidelines, and the requirements of Act 399 and its administration rules followed? If any standards cannot be met, "NO" must be checked.
 YES NO
If NO, explain which deviations were made and why, as described in the permit instructions.

7. Are all coatings, chemical additives, and construction materials ANSI/NSF or other adequate third-party approved?
 YES NO
If NO, describe what coatings, additives, or materials did not meet the applicable standard and why.

8. Are all water system facilities being installed in the public right-of-way or a dedicated utility easement?
 YES NO
If NO, demonstrate how access and control is available for future utility maintenance and repair.

For projects not located in the public right-of-way, include utility easements on the plans and provide adequate maintenance agreements outlining maintenance, repair, and operational responsibilities.

9. Is the project construction activity within a wetland (as defined by Section 324.30301(d) of Part 303, Act 451)?
 YES NO
If YES, a wetland permit has been or will be obtained.

10. Is the project construction activity within a 100-year floodplain (as defined by R 323.1311(e) of Part 31, Act 451, administrative rules)?
 YES NO
If YES, a floodplain permit has been or will be obtained.

11. Is the project construction activity within 500 feet of a lake, reservoir, or stream?
 YES NO
If YES, a Soil and Erosion Control Permit has been or will be obtained or indicate if the owner of the water supply is an Authorized Public Agency (APA) (Section 10 of Part 91, Act 451).
 Owner is APA

12. Will the proposed construction activity be part of a project involving the disturbance of five (5) or more acres of land?

YES NO

If YES, is this activity regulated by the National Pollutant Discharge Elimination System (NPDES) storm water regulations?

YES: NPDES Authorization to discharge storm water from construction activities has been or will be obtained.

NO: Describe why activity is not regulated.

13. **OWNER'S CERTIFICATION:** The owner of the proposed facilities or the owner's authorized representative shall complete the owner's certification. It is anticipated that the owner will either be a governmental agency (city, village, township, county, etc.) or a private owner (individual, company, association, etc.) of a Type I public water supply.

I, Wesley Sanchez, acting as the
(Owner's Name)

DPW Director for
(Title/Position)

Village of Lake Orion,
(Entity owning proposed facilities)

certify that this project has been reviewed and approved as detailed by the Plans and Specification submitted under this application, and is in compliance with the requirements of 1976 PA 399, as amended, and its administrative rules.

Signature
(Certified electronic signature only)

Phone Number: 248-693-8391

Please Note:

- a. Applicant must comply with requirements of the MISS DIG Underground Facility Damage Prevention and Safety Act, 2013 PA 174, as amended.
- b. All earth changing activities must be conducted in accordance with the requirements of Soil Erosion and Sedimentation Control, Part 91, Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (Act 451).
- c. All construction activity impacting wetlands must be conducted in accordance with Wetlands Protection, Part 303, Act 451.
- d. Intentionally providing false information in this application constitutes fraud which is punishable by fine and/or imprisonment.
- e. Where applicable for water withdrawals, the issuance of this permit indicates compliance with the requirements of Great Lakes Preservation, Part 327, Act 451.

If you need this information in an alternate format, contact EGLE-Accessibility@Michigan.gov or call 800-662-9278.

EGLE does not discriminate on the basis of race, sex, religion, age, national origin, color, marital status, disability, political beliefs, height, weight, genetic information, or sexual orientation in the administration of any of its programs or activities, and prohibits intimidation and retaliation, as required by applicable laws and regulations. Questions or concerns should be directed to the Nondiscrimination Compliance Coordinator at EGLE-NondiscriminationCC@Michigan.gov or 517-249-0906.

This form and its contents are subject to the Freedom of Information Act and may be released to the public.



PERMIT APPLICATION FOR WASTEWATER SYSTEMS

Construction - Alteration - Addition or Improvement as Described Herein
Required under the Authority of Part 41, Sewerage Systems, of 1994 PA 451, as amended (Act 451)

This application becomes a Part 41 Construction Permit only when signed and issued by authorized DEQ staff.

INSTRUCTIONS: Complete items 1 through 32 on this form and complete the Project Basis of Design (attached form EQP-4600A) or provide same information. Print or type all information except for signatures. Complete the Streamlined Checklist (EQP5937) for sewer projects that qualify; checklist available at www.michigan.gov/deq (select Water; then select Wastewater Construction). Complete the Non-Governmental Ownership Checklist (attached form EQP-4600C) for non-governmentally owned projects. Deliver complete application, plans and specifications, and attachments to the DEQ district office having jurisdiction for the project.

PROCESSING TIME FRAME: Part 13, Permits, of Act 451 allows 150 days for processing of an administratively complete Part 41 permit application, with extensions available when requested by the applicant. However, permits are generally processed within 45 days or less for routine projects. For information regarding recent permit processing time frames, refer to the [WRD Metrics Web page](#) (refer to metric B-9). For a fee, an expedited permit review process is available for applicants seeking quicker review time frames; information about this process is available at www.michigan.gov/deq (select Water; then select Wastewater Construction) or click [here](#).

REQUIRED NOTIFICATIONS: The permittee shall provide Startup Notification (just prior to excavation) including permit number and date of issuance and Completion Notification (upon completion of the project) including permit number and date of issuance to the DEQ district office having jurisdiction for the project (attached form EQP-4600B).

PERMIT NUMBER (DEQ USE ONLY)		DATE OF ISSUANCE (DEQ USE ONLY)	
1. Municipality or Organization Name and Address that will own the wastewater facilities to be constructed. This permit is to be issued to: Village of Lake Orion 21 E Church St Lake Orion, MI 48362		Permit Stamp Area (DEQ use only)	
2. Owner's Contact Person (provide name for questions) Contact: Wesley Sanchez, DPW Director Phone: 248-693-8391 x 106			
3. Project Name (Provide phase number if project is segmented)	4. Project Location Village of Lake Orion	5. County (location of project) Oakland	

ISSUED UNDER THE AUTHORITY OF THE DIRECTOR OF THE DEPARTMENT OF ENVIRONMENTAL QUALITY

cc: Carol Thurber, PE
Nowak & Fraus Engineers
48680 Van Dyke Ave., Unit 200
Shelby Twp., MI 48317

Issued by: _____

Reviewed by: _____

If this box is marked see special conditions attached to this permit.

GENERAL PERMIT CONDITIONS

- a. This **PERMIT** only authorizes the construction, alteration, addition, or improvement of the wastewater system as described herein and is issued solely under the authority of Part 41 of Act 451.
- b. Issuance of this **PERMIT** does not authorize any violation of federal, state, or local laws or regulations, nor does it obviate the need to obtain other permits or approvals from the DEQ or other units of government as may be required by law.
- c. This **PERMIT** expires two (2) years after the above date of issuance unless construction starts prior to the expiration date in accordance with R 299.2939(2) of the Part 41 Administrative Rules.
- d. Any portion of the herein described facilities constructed prior to the date of issuance is not authorized by this **PERMIT** and is a violation of Act 451.
- e. No sewer shall be placed into service unless and until the outlet sewer has been constructed, tested, and placed into service.
- f. Failure to meet any condition of this **PERMIT** or any requirement of Act 451 constitutes a violation of Act 451.
- g. The applicant must provide notice of impending construction to public utilities and comply with the requirements of the Protection of Underground Facilities Act, 1974 PA 53, as amended (MISS DIG).
- h. All earth changing activities must be conducted in accordance with Part 91, Soil Erosion and Sedimentation Control, of Act 451.
- i. All construction activity impacting wetlands shall be conducted in accordance with Part 303, Wetlands Protection, of Act 451.
- j. Intentionally providing false information in this application constitutes a violation of Section 249 of the Michigan Penal Code, 1931 PA 328, as amended.



6. **Facilities Description** In the space below, provide a detailed description of the proposed project in the format shown in the examples at the bottom of this page. Applications with inadequate facilities descriptions **will be returned**. Use additional sheets if needed.

EXAMPLES OF FACILITIES DESCRIPTIONS	
Sanitary Sewers and/or Force Mains	250 feet of 10" sanitary sewer in Mark Avenue between John and Lincoln Streets. OR 250' of 10" sewer in an easement from the intersection of Mark Avenue and John Street to the north.
Pumping Stations	A wetwell/drywell, suction lift, submersible, etc. pumping station rated for 250 gpm at a TDH of 34' located at the northeast corner of Mark Avenue and Lincoln Street, and equipped with two pumps, backup power, pump around capability, and all other equipment as required for proper operation.
Wastewater Treatment Facilities	A 10 million gpd (avg. flow) facility located at the north end of Ronald Street including a 2.0 million gallon equalization basin, six 0.5 million gallon primary clarifiers, four 0.75 million gallon aeration basins with fine bubble aerators, four 0.8 million gallon circular secondary clarifiers, ultraviolet disinfection, and all necessary appurtenances and piping as shown on the plans and described in the specifications for the proper operation of the treatment facility to provide a discharge quality in compliance with the facility's discharge permit.



GENERAL PROJECT INFORMATION – Complete All Boxes Below	
7. Design engineer's name, engineering firm, address, phone no., and e-mail address:	8. Indicate who will prepare "as-built" plans for this project: <input type="checkbox"/> Design Engineer in Box 7 <input checked="" type="checkbox"/> Other - name, organization, address, and phone no.: Nowak and Fraus Engineers 43279 Schoenherr Road, Shelby Township, MI 48313 (586) 739-0939
9. Indicate who will provide project construction inspection: <input type="checkbox"/> Engineering firm listed in Box 7 <input checked="" type="checkbox"/> Other - name, organization, address, and phone no.: Nowak and Fraus Engineers 48680 Van Dyke, Unit 200 Shelby Twp, MI 48317 (586) 739-0939	10. Is groundwater dewatering expected for this project? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, provide dewatering specifications. If YES, will water wells or water bodies be impacted? <input type="checkbox"/> YES <input type="checkbox"/> NO NOTE: If groundwater dewatering is expected, and especially if it may result in a large quantity withdrawal (greater than 70 gallons per minute), registration with the DEQ is required and a permit may be necessary. For more information, please contact the Water Use Program staff . If a Part 327 permit is required, it may cause delay in issuance of a Part 41 permit, and/or result in project design revisions.
11. To which wastewater collection system will the project connect? COSDS	12. To which wastewater treatment system will the project connect? GLWA Final discharge is to: <input type="checkbox"/> Groundwater <input checked="" type="checkbox"/> Surface Water
13. Will this project be within 50 ft. of a private water well? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, locate on plans.	14. Will this project be within 200 ft. of a public water well? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, locate on plans.
15. Is the project construction activity within a wetland (as defined by Section 30301(p) of Part 303 of Act 451)? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, has application been made for a wetland permit? <input type="checkbox"/> YES <input type="checkbox"/> NO	16. Is the project construction activity within a 100-year floodplain (as defined by Section 3101 of Part 31, Water Resources Protection, of Act 451, and the associated Administrative Rules)? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, has application been made for a floodplain permit? <input type="checkbox"/> YES <input type="checkbox"/> NO
17. Is the project construction activity below the ordinary high water mark of an inland lake or stream (as defined by Section 30101(f) of Part 301 of Act 451)? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, has application been made for an inland lakes and streams permit? <input type="checkbox"/> YES <input type="checkbox"/> NO	18. Is the project construction activity within 500 ft. of a lake, reservoir, or stream? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, has application been made for a Soil Erosion and Sedimentation Control Permit? <input type="checkbox"/> YES <input type="checkbox"/> NO Is owner listed in box 2 of this application an Authorized Public Agency (Section 9110 of Part 91 of Act 451)? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
19. Will the proposed construction activity be part of a project involving the disturbance of five (5) or more acres of land? <input type="checkbox"/> YES <input type="checkbox"/> NO Please contact 517-284-5592 with questions regarding the storm water regulations. If YES, is project regulated by the National Pollutant Discharge Elimination System (NPDES) storm water regulations? <input type="checkbox"/> YES: Attach copy of application or NPDES authorization to discharge storm water from construction activities. <input type="checkbox"/> NO: Describe why activity is not regulated:	
20. Is the project in or adjacent to a site of known soil or groundwater contamination? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, attach a copy of a plan acceptable to the DEQ for handling contaminated soils and/or groundwater disturbed during construction. Contact the local DEQ office for listings of Michigan sites of environmental contamination.	

SEWER SYSTEM CAPACITY		
21. Are there any known capacity concerns in the collection system downstream of the proposed project? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, include a full explanation with the application.	Flow Rate	Units
22. Proposed project peak design flow rate:		CFS
23. Total capacity of the existing outlet sewer:		CFS
24. Current peak hour flow into the existing outlet sewer:		CFS
25. Design capacity of nearest downstream pumping station (largest pump out of service):	N.A. <input type="checkbox"/>	
26. Current peak hour flow into nearest downstream pump station:	N.A. <input type="checkbox"/>	



OVERFLOWS AND BASEMENT FLOODING – For Proposed Sewer Projects, Mark All Boxes That Apply

27. Has the downstream collection system overflowed or flooded basements in the past five years? YES NO
 If YES, attach a listing of events in the past five years including date, location, cause, and corrective action.

28. Has the downstream collection system owner entered into an agreement satisfactory to the DEQ to address sanitary sewer overflows and flooding of basements? YES NO
 If YES, enter agreement name and number: .

29. TREATED WASTEWATER DISCHARGE AUTHORIZATION – Mark Boxes As Appropriate

A. Does project include a new treatment facility or expansion, a change in discharge method, or a new discharge location?
 YES – Complete B below NO – skip to item 30

B. If A is marked YES, indicate discharge authorization and provide the requested information:
 1. NPDES or Groundwater Discharge Permit No: _____ Permit Authorized Flow Rate: _____ Units: _____
 2. Local health department approval. **Include a copy of the approval with this application.**

30. OWNERSHIP – Mark A or B as Appropriate Below

A. Ownership will be by a governmental entity before the sewer is placed in service.

B. Ownership will be by a non-governmental entity, and a **completed Non-Governmental Ownership Checklist is included with this application.**

Note: A completed **Non-Governmental Ownership Checklist** (EQP-4600C) must be included with the application for **non-governmentally owned projects**. The checklist is attached to this application and the supporting information is available at www.michigan.gov/deq (select Water; then select Wastewater Construction).

31. COMPLETE APPLICATION CHECKLIST – Please confirm that this application is complete by using this checklist. Mark the box if the condition is met. This will help reduce DEQ review time and speed permit issuance.

<input checked="" type="checkbox"/> A. Items 1 to 30 of the application are completed.	<input checked="" type="checkbox"/> E. Owner's certification signed and complete (item 32).
<input type="checkbox"/> B. A contamination management plan is included for sites with known contamination (item 20). <input type="checkbox"/> N.A.	<input checked="" type="checkbox"/> F. A detailed basis of design is included with the application. Form EQP-4600A (attached) or similar form is completed providing information required by Rule 35(3) of the Part 41 Administrative Rules of Act 451.
<input type="checkbox"/> C. For projects with local health department discharge authorization, a copy of the health department authorization is included (item 29). <input checked="" type="checkbox"/> N.A.	
<input type="checkbox"/> D. For non-governmentally owned projects, provide the Non-Governmental Ownership Checklist and all documents required by the checklist (item 30). <input checked="" type="checkbox"/> N.A.	<input checked="" type="checkbox"/> G. Final plans and specifications sealed and signed by a Michigan licensed professional engineer are provided.

32. OWNER'S CERTIFICATION – The owner of the proposed facilities or the owner's authorized representative shall complete the following owner's certification:

I, Wesley Sanchez (name), acting as the DPW DIRECTOR (title/position) for Village of Lake Orion (entity owning proposed facilities) certify that the information provided in and with this application is true and accurate to the best of my knowledge, and I certify that the plans and specifications and other documents submitted to the DEQ with the Part 41 Permit Application accurately represent what I intend to construct under the terms of the Part 41 Permit, once issued. Also, I certify that this proposed project as detailed in the plans and specifications submitted under this application is in compliance with the requirement of Rule 41(a) of the Part 41 Administrative Rules of Act 451, which states that "Proper devices are or will be available and are in satisfactory operation for the collection, transportation and treatment before discharge into any public watercourse, lake, drain, ditch or groundwater, of the sewage or wastes collected or conveyed by such systems, or a definite program or agreement satisfactory to the department leading to the construction and operation of such collection, transportation or treatment devices shall have been officially adopted by the applicant for such permit and filed in the offices of the department." Further, I hereby acknowledge the requirement to provide Startup Notification (just prior to excavation) with the permit number and date of issuance and Completion Notification (upon completion of the project) with the permit number and date of issuance to the DEQ district office having jurisdiction for the project.

SIGNATURE: _____ DATE: _____

NAME (TYPED): WESLEY SANCHEZ PHONE: 248-693-8391 X 106



Michigan Department of Environmental Quality
Water Resources Division
Permit Application for Wastewater Systems (Continued)

REQUIRED NOTIFICATIONS

Sample Notification Form

Part 41, Sewerage Systems, of 1994 PA 451, as amended

NOT To Be Submitted With Application
(For Construction Notifications)

The **permittee** shall provide Startup Notification just prior to excavation and Completion Notification upon completion of the project to the Part 41 Engineer in the local DEQ district office, Water Resources Division, by telephone, e-mail, or first class mail. This form or other format may be used as long as the permit number, date of issuance, project name, and type of notification (startup or completion) are provided.

Permit No: _____

Issuance Date: _____

Project Name: _____

Mark box to identify type of notification and enter date.

Startup Notification: Excavation will begin on or about _____ (date)

Completion Notification: Project was completed on _____ (date)

Signature: _____

Name: _____

Title: _____

Date: _____ Phone: _____

STORMWATER MANAGEMENT OPERATIONS AND MAINTENANCE AGREEMENT

THIS STORMWATER MANAGEMENT OPERATIONS AND MAINTENANCE AGREEMENT (this "Agreement") is made on _____, 20____, by and between the Village of Lake Orion (hereinafter "Community"), whose address is 21 East Church Street, Lake Orion, Michigan 48362 and _____ (hereinafter "Owner"), whose address is _____. The Community (or Village) and Owner agree as follows:

Article I. Subject Property.

1.1 The Owner owns the property located at and commonly known as _____ [address or general description] _____ (hereinafter the "Subject Property" or "Property"). The legal description of the Subject Property is set forth in **Exhibit A**.

Article II. Stormwater System.

2.1 The Owner, in accordance with Oakland County Stormwater Standards and State Municipal Separate Storm Sewer System permit requirements, agrees to install and maintain a Stormwater System on the Subject Property in accordance with approved plans and conditions. The Stormwater System is set forth in **Exhibit B**.

2.2 After construction has been verified and accepted by the Community for the Stormwater System, the Owner shall file with the Community the "as-built" documents showing the design and construction details and shall reference this Agreement.

2.3 The Stormwater System will be governed by the terms and conditions in this Agreement.

Article III. Stormwater O&M Plan.

3.1 The Owner shall be solely responsible for the installation, maintenance, and repair of the Stormwater System, drainage easements, and associated landscaping identified in **Exhibit B** in accordance with the Stormwater Management Operations and Maintenance Plan, hereinafter the "Stormwater O&M Plan" set forth at **Exhibit C** to this Agreement.

3.2 The Stormwater O&M plan is subject to approval by the Community and its engineer.

3.3 The Owner agrees that the Stormwater O&M Plan is intended to and will serve the Subject Property in perpetuity.

3.4 The Owner, at its sole expense, shall secure from any affected owners of land all easements and releases of right-of-way necessary for the implementation of the Stormwater O&M Plan and shall record them with the Oakland County Register of Deeds. These easements and releases of rights-of-way shall not be altered, amended, vacated, released, or abandoned without prior written approval of the Community and its engineer.

3.5 No alterations or changes to the Stormwater O&M Plan shall be permitted unless they are deemed to comply with this Agreement and are approved in writing by the Community.

3.6 The Owner shall retain the services of a qualified inspector as described in **Exhibit C — Maintenance Requirement** to operate and ensure the maintenance of the Stormwater O&M Plan.

3.7 The Owner shall annually, by December 30th, provide to the Community records (logs,

invoices, reports, data, etc.) of inspections, maintenance, and repair of the System in compliance with the Stormwater O&M Plan.

- 3.8 The Community agrees to enforce compliance with the annual inspection, maintenance, and repair records as set forth in 3.7 above, and such enforcement may require compliance with a Village ordinance; provided, however, such compliance will be consistent with the terms under which the system was approved.

Article IV. Access and Enforcement.

- 4.1 The Community or its designee is authorized to access the property as necessary to conduct inspections of the Stormwater System, implementation of the Stormwater O&M Plan, or drainage easements to ascertain compliance with the intent of this Agreement during daylight hours.

Upon written notification by the Community or their designee of required maintenance or repairs, the Owner shall complete the specified maintenance or repairs within a reasonable time frame determined by the Community which shall not be less than ninety (90) days. The Owner shall be liable for the failure to undertake any maintenance or repairs so that the public health, safety, and welfare shall not be endangered nor the road improvement damaged.

If the Village must undertake any maintenance or repairs for the public health, safety, or welfare, or for any emergency actions, the Owner will reimburse the Village for any and all costs associated with such actions, which costs shall be consistent with market rates at the time the work is performed.

- 4.2 If the Owner does not keep the Stormwater System in reasonable order and condition, or complete maintenance activities in accordance with the Stormwater O&M Plan, or the reporting required in 3.7 above, the Community is authorized, but not required, to perform the specified inspections, maintenance or repairs in order to preserve the intended functions of the Stormwater System and prevent the Stormwater System from becoming a threat to public health, safety, general welfare or the environment and will be done at Owner's sole expense.

- 4.3 In the case of an emergency, as determined by the Community, no notice shall be required prior to the Community performing emergency maintenance or repairs. The Community may levy the costs and expenses of such inspections, maintenance, or repairs against the Owner.

The Community, at the time of entering upon said Stormwater System for the purpose of maintenance or repair, may file a notice of lien in the office of the Register of Deeds of Oakland County upon the property affected by the lien. If said costs and expenses are not paid by the Owner, the Community may pursue the collection of same through appropriate court actions, and in such a case, the Owner shall pay in addition to said costs and expenses all costs of litigation, including attorney fees.

- 4.4 The Owner hereby conveys to the Community an easement over, on, and in the property described in **Exhibit A** for the purpose of access to the Stormwater System for the inspection, maintenance, and repair thereof, should the Owner fail to properly inspect, maintain, and repair the Stormwater System.

Article V. Term and Covenants.

- 5.1 The Owner agrees that this Agreement shall bind all current and future owners of the property. The Owner agrees in the event that the Subject Property is sold, transferred, or leased to provide information to the new owner, operator, or lessee regarding proper

inspection, maintenance, and repair of the Stormwater System and Stormwater. The information shall accompany the first deed transfer and include **Exhibits B and C** and this Agreement. The transfer of this information shall also be required with any subsequent sale, transfer, or lease of the Subject Property.

- 5.2 The Owner agrees that the rights, obligations, and responsibilities hereunder shall commence upon execution of the Agreement.

Article VI. Claims and Authority.

- 6.1 The Owner, its agents, representatives, successors, and assigns shall defend, indemnify, and hold harmless the Community and its employees, volunteers, appointees, and/or elected officials from and against any claims, demands, actions, damages, injuries, costs or expenses of any nature whatsoever, hereinafter "Claims", fixed or contingent, known, or unknown, arising out of or in any way connected with the design, construction, use, maintenance, repair or operation (or omissions in such regard) of the Stormwater System, appurtenances, connections, and attachments thereto which are the subject of this Agreement. This indemnity and hold harmless shall include any costs, expenses, and reasonable attorney fees incurred by Community in connection with such Claims or the enforcement of this Agreement; provided, however, the Owner shall not indemnify or hold harmless the Community or its agents from Claims arising from their gross negligence or intentional acts.

[OWNER'S SIGNATURE PAGE]

IN WITNESS WHEREOF, the Owner and Community have executed this Agreement on the day and year first above written.

OWNER:

By: _____

Its: _____

STATE OF MICHIGAN)
)ss.
COUNTY OF OAKLAND)

The foregoing instrument was acknowledged before me on this ____ day of _____ 20__, by _____, the _____ of _____, on behalf of said company.

Notary Public

[COMMUNITY SIGNATURE PAGE]

COMMUNITY:

VILLAGE OF LAKE ORION, a
Michigan municipal corporation

By: _____

Its: _____

STATE OF MICHIGAN)
)ss.
COUNTY OF)

The foregoing instrument was acknowledged before me on this ____ day of _____,
20____, by _____, the _____ of
the Village of Lake Orion, a Michigan municipal corporation, on behalf of said corporation.

Notary Public

DRAFTED BY:

WHEN RECORDED RETURN TO:

Explanation of Exhibits

Exhibit A - Legal Description: Provide a legal description and reduced copy map to identify the land parcel(s) affected by this Agreement. This exhibit must be customized for each site. It must include a reference to a Subdivision Plat, Certified Survey number, or Condominium Plat, and a map to illustrate the affected parcel(s).

Exhibit B — Stormwater System Description and Map: Provide a written description and location map of the Stormwater System. This exhibit must be customized for each site. Map scale must be sufficiently large enough to show necessary detail.

Exhibit C — Stormwater O&M Plan: This exhibit explains the basic function of the stormwater management operation and maintenance plan, schedule, and budget providing the minimum specific maintenance activities and frequencies for each practice. The minimum elements of this exhibit include a description of the drainage area and the installed Stormwater System, a description of the specific maintenance activities which should include the following in addition to specific maintenance actions:

- Employee training and duties,
- Routine service requirements,
- Operating, inspection, and maintenance schedules, and
- Detailed construction drawings showing all critical components and their elevations.

The plan must include maintenance tasks and schedules. Refer to the Low Impact Development Manual for Michigan for maintenance task checklists for permanent BMPs and create a table of applicable maintenance tasks and schedules.

DRIVE IMPROVEMENT PERMIT APPLICATION (RESIDENTIAL OR COMMERCIAL)

I. LOCATION OF WORK		PERMIT NUMBER:	
ADDRESS		BOND NUMBER:	
SUBDIVISION	LOT #	DATE RECEIVED:	
PARCEL ID #	ZONING DISTRICT	DATE ISSUED:	
II. IDENTIFICATION			
A. APPLICANT/CONTRACTOR/LICENSEE		EMAIL ADDRESS	TELEPHONE #
NAME		MOBILE #	
ADDRESS	CITY	STATE	ZIP CODE
B. PROPERTY OWNER		EMAIL ADDRESS	TELEPHONE NO.
NAME		MOBILE NO.	
ADDRESS	CITY	STATE	ZIP CODE
III. TYPE OF WORK			EST.COST \$
<input type="checkbox"/>	DRIVE APPROACH to PAVED STREET, CURBED	PERMIT FEE	\$
<input type="checkbox"/>	DRIVE APPROACH to PAVED STREET, UNCURBED	REVIEW FEE	\$
<input type="checkbox"/>	DRIVE APPROACH to UNPAVED STREET		CC/CASH/CHECK
IV. WORK TO BE PERFORMED			
V. FIELD INSPECTION REPORT - TO BE COMPLETED BY VILLAGE PERSONNEL			
DRIVE APPROACH	EXISTING CURB <input type="checkbox"/> YES <input type="checkbox"/> NO	CURB CUT REQ'D <input type="checkbox"/> YES <input type="checkbox"/> NO	DRIVE APRON REQ'D <input type="checkbox"/> CONC <input type="checkbox"/> ASPH
	EXISTING DITCH <input type="checkbox"/> YES <input type="checkbox"/> NO	CULVERT REQ'D <input type="checkbox"/> YES <input type="checkbox"/> NO	CULVERT SIZE SIGHT DISTANCE OK <input type="checkbox"/> YES <input type="checkbox"/> NO
	GRAVEL SHOULDER <input type="checkbox"/> YES <input type="checkbox"/> NO	WIDTH	CLEARING REQ'D <input type="checkbox"/> YES <input type="checkbox"/> NO
REMARKS:			
<p>NOTE: ALL DRIVEWAYS TO BE A MINIMUM OF 6 FEET FROM THE EDGE OF ANY CATCH BASIN. NEW DRIVEWAYS SHALL NOT BE PLACED WITHIN 5 FEET OF ANY STREET TREE WITHOUT VILLAGE APPROVAL. DRIVEWAY AND RADII OR APPROACH FLARES SHALL BE KEPT WITHIN THE FRONTAGE OF THE SUBJECT PROPERTY UNLESS WRITTEN APPROVAL OF THE OWNER OF ADJACENT PROPERTY IS PROVIDED.</p>			
VI. PAVING DIMENSIONS - TO BE COMPLETED BY VILLAGE PERSONNEL			
APPROACH WIDTH	FT	BOND: ___ FT X \$20 / FT =	
SIDEWALK SQ-FT	SFT	BOND: ___ SFT X \$10 / SFT =	
VII. PLAN REVIEW			
DRIVE APPROACH	<input type="checkbox"/> PLAN SUBMITTED	PLANS MUST MEET REQUIREMENTS OF THE VILLAGE OF LAKE ORION	
<p>A minimum one-foot wide lawn or landscape strip shall be required between the edge of the parking area and all lot lines to provide adequate room for drainage, snow storage and privacy screening. Front yard circular or horseshoe drives are prohibited.</p> <p>One curb cut and approach is permitted per parcel.</p> <p>A FORM/COMPACTION INSPECTION IS REQUIRED BEFORE POURING OF CONCRETE / PLACING ASPHALT ON VILLAGE PROPERTY.</p> <p>CALL THE PUBLIC WORKS DEPARTMENT AT 248-693-8391 x 106 TO SCHEDULE A DRIVEWAY INSPECTION.</p> <p>ALL VILLAGE RIGHT-OF-WAY SHALL BE RESTORED TO ORIGINAL LIKE CONDITION. TEMPORARY RESTORATION MAY BE ALLOWED WITH VILLAGE APPROVAL.</p>			
SIGNATURE (OWNER)			DATE
SIGNATURE (CONTRACTOR)			DATE
PERMIT GRANTED: <input type="checkbox"/> YES <input type="checkbox"/> NO	AUTHORIZED SIGNATURE		DATE
FEE: <input type="checkbox"/> _____ BOND: <input type="checkbox"/> _____	TOTAL FEE:		

CONDITIONS OF DRIVEWAY PERMIT

1. This permit is issued on the condition that Licensee and any person working under the authority of this permit shall comply with the requirements of Act 53 of the PA of 1974 -CALL MISS DIG BEFORE YOU DIG -PHONE (800) 482-7171 or oca.missdig811.org.
2. PRECAUTIONS: During the progress of any work undertaken within the limits of said highway in pursuance hereof, the Licensee shall provide watchmen and flagmen as may be required for the safety and convenience of the public and/or as shall seem advisable to the Manager; and shall furnish all barricades, signs and lights necessary to protect the public and/or such additional barricades, signs and lights as required by the Village. Two-Way traffic shall be maintained at all times unless otherwise indicated hereon by special endorsement of the Manager's duly authorized representative.
3. ACCIDENT LIABILITY AND INDEMNIFICATION: The said Licensee shall be liable for all damages, both to property and to persons, resulting from accidents which may occur as a result of the proposed operations in pursuance hereof. The Licensee shall save harmless and indemnify the Village of Lake Orion from any claim for damages of any nature whatsoever which may arise out of his operation under this permit and upon request, furnish proof of insurance coverage for the term of this permit.
4. VIOLATION: The violation of any condition of this permit by the said Licensee shall constitute a forfeiture of rights hereunder.
5. REVOCATION OF PERMIT: It is to be understood that the rights granted herein are revocable at the will of the Village and that the Licensee acquires no rights in the highway and expressly waives any right to claim damages or compensation in case this permit is revoked.

A copy of this permit shall be kept at the stated work location, subject to inspection at all times by the Village or any of its duly authorized agents.

STANDARD SPECIFICATIONS:

1. DRIVEWAY DIMENSIONS: The width at property line shall be at least 10 feet but no more than 25 feet. If the road is curbed, the width of the curb opening shall be as shown on the face of the permit but shall not be less than 16 feet or more than 31 feet.
 - EXCEPTION: If the road right-of-way or public road easement width is less than 30 feet AND the Front Setback or Established Front Setback is less than 20 feet, then a paved parking surface with a minimum area of 360 square feet or a maximum area of 400 square feet may be permitted regardless of driveway width at the property line so long as the width does not exceed the width of the parcel.
2. DRAINAGE: The driveway shall be constructed so that the drainage is not adversely affected by the driveway. The drainage and the stability of the road subgrade shall not be altered by driveway construction or roadside development. All culvert pipe used shall be of a size adequate to carry the anticipated natural flow of the ditch; the culvert shall be no smaller than the size determined by the Department of Public Works, nor shall it be less than 12 inches inside diameter. Culvert length shall be at least 16 feet but not more than 36 feet. Except for driveways, the enclosure of ditches will not be permitted. End section or headwall is required. Culvert shall be of sufficient length to provide side slopes no steeper than 3 feet horizontal to 1 foot vertical. The use of sloped end sections is encouraged.
3. SURFACING: When the road is paved driveways shall be paved between the edge of pavement and the existing or proposed sidewalk. If there is no existing or proposed sidewalk, the surfacing shall extend at least 10 feet from the edge of pavement or to the right of way line, whichever distance is greater. When the road is unpaved paving of the driveway is not required. If such driveway is to be paved, the paving shall extend no closer to the road than one foot behind the driveway culvert location, or 5 feet from the edge of the gravel road if no culvert is needed. Driveway pavement within road right-of-way shall match existing road material and section.
4. DRIVEWAY GRADE: If the road is uncurbed, the grade of the driveway between the road edge of pavement and the edge of the shoulder shall conform to the slope of the shoulder. If the road is curbed the grade shall not exceed 10% (10 feet per 100 feet) upward or downward from the road.



HOLD HARMLESS AGREEMENT

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

Activity/Event	Dates and Time
General Description of Location	

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

Applicant/Property Owner/Contractor Signature**

Witness One Signature ***

Applicant/Property Owner/Contractor Printed Name

Witness One Printed Name

Date

Witness Two Signature ***

Witness Two Printed Name

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

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

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



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: June 23, 2025

TOPIC SMART Municipal Credit and Community Interlocal Agreement

BACKGROUND BRIEF:

Council is scheduled to consider approval an interlocal agreement between the Suburban Mobility Authority for Regional Transportation (SMART) and the Village of Lake Orion to permit the automatic transfer of the Village’s Community Credits funding to the North Oakland Transportation Authority (NOTA). The Village of Lake Orion has historically transferred its funding to NOTA under separate, individual agreements. This agreement is intended to streamline the funding to simplify the annual contracting process, eliminate yearly paperwork for each community, provide for more timely collection and use of SMART Community Credits funding by NOTA, and continue reliable, coordinated transportation services for residents.

Attached is the proposed agreement for Council’s information and consideration.

SUMMARY OF PREVIOUS COUNCIL ACTION:

None

FINANCIAL IMPACT:

The Village receives approximately \$2,700 annually from SMART for Community Credits funding, which the Village transfers to NOTA to assist with regional transit funding.

RECOMMENDED MOTION:

To approve the Municipal Credit and Community Credit Interlocal Agreement between the Suburban Mobility Authority for Regional Transportation and the Village of Lake Orion to provide annual flowthrough funding received from SMART to NOTA for the provision of public transportation service under Option 1 – 100% of the Community Credits available to the Community pursuant to SMART’S Community Credit Program or 100% of the Municipal Credits that are available to the Community pursuant to law; and to authorize the Village Manager to execute the agreement on behalf of the Village.

Darwin McClary

From: Lynn Gromaski <lynn@ridenota.org>
Sent: Friday, June 6, 2025 4:27 PM
To: Mike Addison Township McDonald (mmcdonald@addisontownshipmi.gov); Bruce Pearson (bpearson@addisontwp.org); Chris Barnett (cbarnett@oriontownship.org); Jack Curtis (JCurtis@oxfordtownship.org); Joe Ferrari; Lisa Christensen; Joe Madore; Darwin McClary; William Moore (williammoore0914@gmail.com); supervisor@springfield-twp.us; Jonathan Smith
Cc: Gartrelle, Alyssa; Byrne, Ryan; Irving, Jordan; Cooper, Eli; Emma Jo Paavola; Rachel Ott
Subject: FW: NOTA Interlocal Community Contracts for Transferred Funds
Attachments: ADDISON-NOTA-MC-CC Transfer Interlocal Agreement other CPP transfer Legal.docx; CLARKSTON-NOTA MC-CC Transfer Interlocal Agreement other CPP transfer.docx; INDEPENDENCE_TWP-NOTA MC-CC Transfer Interlocal Agreement other CPP transfer.docx; LEONARD-NOTA-MC-CC Transfer Interlocal Agreement other CPP transfer.docx; ORION_TWP-NOTA MC-CC Transfer Interlocal Agreement other CPP transfer.docx; OXFORDTWP-NOTA-MC-CC Transfer Interlocal Agreement other CPP transfer.docx; SPRINGFIELD-NOTA MC-CC Transfer Interlocal Agreement other CPP transfer.docx; VILLAGE_LAKE_ORION-NOTA MC-CC Transfer Interlocal Agreement other CPP transfer.docx; VILLAGE_OXFORD-NOTA MC-CC Transfer Interlocal Agreement other CPP transfer.docx

Dear Supervisors, Managers, and Clerks,

I hope this message finds you well.

As you know, NOTA currently receives SMART Municipal and Community Credit (MC/CC) funding from multiple townships and villages within our service area, including:

- Orion Township
- Oxford Township
- Addison Township
- Springfield Township
- Independence Township
- Village of Lake Orion
- Village of Oxford
- Village of Leonard
- City of the Village of Clarkston

Historically, each municipality has signed an annual Municipal Credit/Community Credit contract directly with SMART to transfer these funds to NOTA. However, this process has been time-consuming and has led to delays—NOTA is currently behind by several years in collecting these funds due to the administrative burden of managing multiple contracts annually.

SMART has created a streamlined **Interlocal Agreement** to simplify this process. This one-time agreement, once signed by your municipality and submitted, allows NOTA to serve as the recipient of your MC/CC funds annually without requiring individual contracts from each municipality going forward.

After all communities have executed their agreements, SMART will establish a single annual contract directly with NOTA.

Benefits of this Interlocal Agreement include:

- Simplification of the annual contracting process
- Elimination of yearly paperwork for each community
- Timelier collection and use of SMART MC/CC funds by NOTA
- Continuation of reliable, coordinated transportation services for your residents

Attached is the agreement prepared specifically for your community. Please review and return a signed copy to NOTA at your earliest convenience. If you have questions or would like to schedule a time to review this together, I'm happy to meet with you or coordinate a call with SMART staff as needed.

Thank you for your continued partnership in supporting accessible transportation for our residents.

Warm regards,



Lynn Gromaski, CPA
North Oakland Transportation Authority
Executive Director
(248) 693-7100 #4

From: Gartrelle, Alyssa <AGartrelle@smartbus.org>
Sent: Friday, June 6, 2025 3:50 PM
To: Lynn Gromaski <lynn@ridenota.org>
Subject: NOTA Interlocal Community Contracts for Transferred Funds

Good Afternoon Lynn,

I wanted to provide you with updated copies of these contracts. There should be one interlocal contract per each community which I'm unsure whether I made that clear before – I know there was some confusion on this in the beginning. I apologize, that was my mistake as I misunderstood how the contract was meant to work. I have created a contract for each of the municipalities that transfers funds to you. We will need a signature from each of the municipalities/communities up front for this but then going forward it will just be NOTA itself we will need a signature from. After all interested municipalities/communities have fully signed, we will get an annual and master agreement set up with NOTA itself. I hope this makes sense and I'm not complicating this or making it more confusing. Give me a call if you have any questions or concerns! I can also resend as pdfs if you'd prefer.

It is completely up to you how you'd like to present this to your communities/municipalities – SMART would be happy to aid if needed, if you'd prefer a meeting, we could do that. Or we completely understand if you'd rather just talk this over with your communities/municipalities yourself. Just let us know if you'd prefer a meeting with SMART involved and we can set something up!

Thank you,

Alyssa Gartrelle

Manager of Community Mobility Programs



Telephone: (313) 223-2309

Email: agartrelle@smartbus.org

Central Office: 535 Griswold St., Suite 600, Detroit, Michigan 48226

smartmovesus.org

MUNICIPAL CREDIT AND COMMUNITY INTERLOCAL AGREEMENT

BETWEEN

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

And

VILLAGE OF LAKE ORION

This Agreement (hereinafter "Agreement") is made between the Suburban Mobility Authority for Regional Transportation (hereinafter "SMART"), an entity organized under the provisions of Act 204 of the Public Acts of 1967, as amended, and **VILLAGE OF LAKE ORION** (hereinafter "the Community") for the transfer of funding provided to SMART by Michigan Public Act 51 of 1951 and Community Credits, in consideration for the provision of transit services by the Community.

WHEREAS, SMART, pursuant to the provisions of Act 204, has been vested with the authority to acquire, plan, construct, operate and maintain transit systems and facilities within its jurisdiction; and

WHEREAS, the Community is desirous of contracting for the provision of such services within its jurisdiction; and

WHEREAS, the Community receives annual allocations of funding from SMART, including funding provided under Sec 10 of Act 51 of 1951 ("Municipal Credits"), where applicable, and SMART's community credit program ("Community Credits"), where applicable, which it desires to transfer to other participating Community Partners for the provision of services; and

WHEREAS, the purpose of this Agreement is to state the terms and conditions under which the transit funding will transfer ;

NOW THEREFORE, in consideration of the mutual covenants and representations contained herein, the parties agree as follows:

1. **THE PROJECT**

The Community has partnered with **NOTA (Northern Oakland Transportation Authority)** (hereinafter "**NOTA**") to provide local public transportation services within their service area.

2. FUNDING AND FUNDING APPLICATION

The Community agrees to provide annual flowthrough funding received from SMART to **NOTA** for the provision of public transportation service, under one of the following Options:

Option 1

- A. 100% of the Community Credits available to the Community pursuant to SMART'S Community Credit Program
- B. 100% of the Municipal Credits that are available to the Community pursuant to law.

OR

Option 2

- C. A certain percentage of or all but a certain amount of Community Credits available to the Community pursuant to SMARTS Community Credit Program.
- D. A certain percentage of or all but a certain amount of Municipal Credits available to the Community pursuant to law.

The Community must return a signed Exhibit A, which requires the Community to specify which Option it has selected, attached hereto, with the executed version of this Agreement. Should the Community's Option selection change, or should the amounts or percentages chosen by a Community under Option 2 change, the Community is required to submit an amended Exhibit A. Any amended Exhibit A must be submitted to SMART ninety (90) days prior to SMART's adoption of the Municipal and Community Credit budgets each fiscal year. Should a Community fail to submit an amended Exhibit A, where applicable, at least ninety (90) days prior to SMART's adoption of the Municipal and Community Credit budgets each fiscal year, the Community agrees to be bound by the last Exhibit A on file with SMART that was provided pursuant to, and in accordance with, the timely submission requirements of this section.

3. TERM OF THE AGREEMENT

The Community shall transfer funding noted above beginning July 1, 2025, and this Agreement shall remain effective as long as **NOTA** operates eligible transit services. The Community may terminate this agreement with ninety (90) days advanced notice prior to the adoption of the Municipal and Community Credit budgets each fiscal year.

This Agreement and transit services hereunder shall terminate immediately upon action by the Michigan Legislature, any court of competent jurisdiction, or action by the SMART Board of Directors, which inhibits SMART's ability to carry out the Agreement in such a way that SMART,

in its sole discretion, cannot reconcile its obligations under this Agreement with the legislative action, court order or Board resolution.

4. INDEMNIFICATION

Notwithstanding anything to the contrary contained herein, the Community shall indemnify, defend and save harmless SMART, its officers, agents, employees, and members of its Board of Directors from any and all claims, losses and damages, including costs and attorney fees occurring or resulting from any act or omission of the Community or **NOTA**, or their officers, agents, employees, subcontractors, successors and/or assigns, arising out of or pursuant to this Agreement without regard to the negligence of the Community or **NOTA**.

This Agreement is not intended to alter or increase SMART or Community’s liability for tort claims, to other third-parties. Nor is this indemnity provision intended to be a third-party beneficiary contract, and therefore it confers no rights or third-party status on anyone other than the parties hereto.

5. SEVERABILITY AND INTENT

The invalidity or unenforceability of any provisions of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement, which shall remain in full force and effect.

6. WAIVER

Parties’ failure to exercise or delay in exercising any right, power or privilege under this Agreement shall not operate as a waiver; nor shall any single or partial exercise of any right, power or privilege preclude any other or further exercise thereof.

7. ASSIGNMENT

The Parties agree that the responsibilities and benefits under this Agreement shall not be assigned unless such assignment is approved by SMART in advance in writing. This agreement does not and is not intended to confer any rights or remedies upon any person other than the parties.

8. VENUE

Parties agree to follow all applicable State and Federal laws. This Agreement shall be governed by the laws of the State of Michigan.

9. ELECTRONIC SIGNATURE

The Parties acknowledge and agree that this Agreement may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. The Parties agree that the electronic signatures appearing on this Agreement are the same as handwritten signatures for the purposes of validity, enforceability and admissibility. Without limitation, “electronic signature” shall include faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

THE PARTIES HEREBY ACKNOWLEDGE that they have read and understand this Agreement and that the signatories below have affixed their signatures and affirmed that they are authorized to execute this Agreement, for the purpose of binding their respective Parties.

**SUBURBAN MOBILITY AUTHORITY FOR
REGIONAL TRANSPORTATION**

VILLAGE OF LAKE ORION

Signature

Signature

Printed Name

Darwin D. P. McClary

Printed Name

Title

Village Manager

Title

Date

Date

EXHIBIT A

The Community shall designate with an “X” mark which Option for **NOTA** funding it has selected (to the left of either Option 1 or Option 2). Should the Community select Option 2, the Community will properly fill in the percentage or applicable do not exceed amount.

 x Option 1

- A. 100% of the Community Credits available to the Community pursuant to SMART’S Community Credit Program
- B. 100% of the Municipal Credits that are available to the Community pursuant to law.

OR

 Option 2

- C. _____ % of or all but _____ of Community Credits available to the Community pursuant to SMARTS Community Credit Program.
- D. _____ % of or all but _____ of Municipal Credits available to the Community pursuant to law.

Community: Village of Lake Orion

Date: _____

By: Darwin D. P. McClary

Its: Village Manager



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: June 23, 2025

TOPIC: Approval of Cost Participation Agreement – Oakland County Local Road Improvement Program

BACKGROUND BRIEF: The Oakland County Board of Commissioners has approved the Village of Lake Orion's participation in its Local Road Improvement Matching Fund Program. The program is designed to provide matching funds to cities and villages for local road projects that enhance economic development.

The Village of Lake Orion has identified the re-stripping of major roadways within the Central Business District as a qualifying project under this program. The total Budgeted for this project is **\$15,000.00**.

Oakland County has agreed to contribute up to **\$5,589.00**, not to exceed 50% of the total project cost and in accordance with the Preliminary Distribution Formula. The Village will be responsible for the remaining project costs.

FISCAL IMPACT:

- **Total Project Cost:** \$15,000.00
- **Oakland County Contribution (Max):** \$5,589.00
- **Village Share (Min):** \$9,411.00
- The Village will invoice the County for reimbursement up to \$5,589.00 upon execution of the agreement.

PROJECT INFORMATION:

RECOMMENDED MOTION: To approve the Cost Participation Agreement between the Village of Lake Orion and the Oakland County Board of Commissioners for the Local Road Improvement Program, Board Project No. 2025-36, and authorize the Village Manager to execute the agreement and submit the required invoice for reimbursement not to exceed \$5,589.00.



LOCAL ROAD IMPROVEMENT PROGRAM

COST PARTICIPATION AGREEMENT

Re-stripe Major Roadways in Cental Business District

Village of Lake Orion

Board Project No. 2025-36

This Agreement, made and entered into this date, _____, by and between the Board of Commissioners of the County of Oakland, Michigan, hereinafter referred to as the BOARD, and the Village of Lake Orion, hereinafter referred to as the COMMUNITY, provides as follows:

WHEREAS, the BOARD has established the Local Road Improvement Matching Fund Program, hereinafter the PROGRAM, for the purposes of improving economic development in Oakland County cities and villages. The terms and policies of the PROGRAM are contained in Attachment A. The BOARD intends the PROGRAM to assist its municipalities by offering limited funds, from state statutory revenue sharing funds, for specific, targeted road maintenance and/or improvement projects on roadways under the jurisdiction of cities and villages; and

WHEREAS, the BOARD shall participate in a city or village road project in an amount not exceeding 50% of the cost of the road improvement, hereinafter referred to as the PROJECT, and also not exceeding the Preliminary Distribution Formula as it relates to the COMMUNITY, (Attachment B); and

WHEREAS, the COMMUNITY has identified the PROJECT as the Re-stripe Major Roadways in Cental Business District, which improvements involve roads under the jurisdiction of and within the COMMUNITY and are not under the jurisdiction of the Road Commission for Oakland County or state trunk lines; and

WHEREAS, the COMMUNITY has acknowledged and agreed to the BOARD's policies regarding the PROGRAM, Attachment A, including the provisions requiring reimbursement of unspent funds, and further acknowledge and agree that the PROJECT's purpose is to encourage and assist businesses to locate and expand within Oakland County and shall submit a report to the BOARD identifying the effect of the PROJECT on businesses in the COMMUNITY at the completion of the PROJECT. In addition, the COMMUNITY acknowledges that the program is meant to supplement and not replace funding for existing road programs or projects; and

WHEREAS, the COMMUNITY has acknowledged and agreed that the PROGRAM is expressly established as an annual program and there is no guarantee that the PROGRAM will be continued from year to year. The BOARD anticipates that most PROJECTS funded under the PROGRAM will be completed by the end of calendar year 2025. There is no obligation on behalf

of the BOARD to fund either the PROJECT or the PROGRAM in the future; and

WHEREAS the COMMUNITY has acknowledged and agreed that the COMMUNITY shall assume any and all responsibilities and liabilities arising out of the administration of the PROJECT and that Oakland County shares no such responsibilities in administering the PROJECT; and

WHEREAS, the estimated total cost of the PROJECT is \$15,000.00; and

WHEREAS, said PROJECT involves certain designated and approved Local Road Improvement Matching Funds in an amount not to exceed \$5,589.00, which amount shall be paid to the COMMUNITY by the BOARD; and

WHEREAS, the BOARD and the COMMUNITY have reached a mutual understanding regarding the cost sharing of the PROJECT and wish to commit that understanding to writing in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants set forth herein and in conformity with applicable law and BOARD resolution(s), it is hereby agreed between the COMMUNITY and the BOARD that:

1. The BOARD approves of the PROJECT, and in reliance upon the acknowledgements of the COMMUNITY, including the COMMUNITY'S adherence to the BOARD'S policies as expressed in Attachment A, and hereby finds that the PROJECT meets the purpose of the PROGRAM.

2. The BOARD approves of a total funding amount under the PROGRAM for the PROJECT in an amount not to exceed \$5,589.00. The COMMUNITY shall submit an invoice to the COUNTY in an amount not to exceed \$5,589.00.

a. The Invoice shall be sent to:

Amy Aubry, Senior Analyst
Board of Commissioners
1200 N. Telegraph, Bldg 12E
Pontiac, MI 48341
aubrya@oakgov.com

3. Upon receipt of said invoice and upon execution of this Agreement, the BOARD shall pay the COMMUNITY in an amount not to exceed \$5,589.00 from funds available in the PROGRAM.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and date first written above.

OAKLAND COUNTY BOARD OF COMMISSIONERS

By: _____
David T. Woodward

Its: Chair _____

COMMUNITY

By: _____

Its: _____

COMMUNITY

By: _____

Its: _____



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: June 23, 2025

TOPIC Budget Amendments – 2025 Sidewalk Improvement Program (SWIP) District #1 Project

BACKGROUND BRIEF:

Council is being requested to approve budget amendments to provide the funds necessary to cover the expenses of the 2025 Sidewalk Improvement Program (SWIP) District #1 Project. The improvements will be completed prior to June 30, 2025, thereby requiring the Village’s General Fund to cover the costs of the project until special assessments are collected on the Summer tax bill.

SUMMARY OF PREVIOUS COUNCIL ACTION:

None

FINANCIAL IMPACT:

The proposed budget amendments provide for the supplemental transfer of \$22,504 from the General Fund to the Sidewalk Improvement Fund and for the supplemental appropriation of \$22,504 in the Sidewalk Improvement Fund Contractual Services account for sidewalk improvements and engineering expenses.

RECOMMENDED MOTION:

To approve budget amendment BA-2025-101-964-03 to provide for a supplemental transfer out to the Sidewalk Improvement Fund in the amount of \$22,504 for the 2025 Sidewalk Improvement Program (SWIP) District #1 Project; and to approve budget amendment BA-2025-410-02 to provide for a supplemental revenue transfer in from General Fund to the Sidewalk Improvement Fund in the amount of \$22,504 and a supplemental appropriation of \$22,504 to the Contractual Services Account for the 2025 Sidewalk Improvement Program (SWIP) District #1 Project.

VILLAGE OF LAKE ORION, MICHIGAN
BUDGET ADJUSTMENT WORKSHEET

FISCAL YEAR: 2024-25
 FUND: General
 DEPT: Transfers Out
 REQUESTED BY: D McClary
 DATE: 6/23/2025
 AMENDMENT # BA-2025-101-964-03

ACCT #	ACCT NAME	ADOPTED	AMENDED	REVENUE CHANGE	EXPENDITURE CHANGE	NEW AMENDED BUDGET	REASON
101-964-965-410	Transfer Out to Sidewalk Improvement Fund	0	7,496		22,504	30,000	Supplemental appropriation for District #1 sidewalk improvement project
NET CHANGE IN BUDGET:				0	22,504		

Approved by Village Manager: _____ Date: _____

Approved by Village Council: _____ Date: _____

VILLAGE OF LAKE ORION, MICHIGAN
BUDGET ADJUSTMENT WORKSHEET

FISCAL YEAR: 2024-25
FUND: Sidewalk Improvement Fund
DEPT: Various
REQUESTED BY: D McClary
DATE: 6/23/2025
AMENDMENT # BA-2025-410-02

ACCT #	ACCT NAME	ADOPTED	AMENDED	REVENUE CHANGE	EXPENDITURE CHANGE	NEW AMENDED BUDGET	REASON
410-000-699-410	Transfer In-General Fund	0	7,496	22,504		30,000	Supplemental appropriation for District #1 sidewalk improvement project
410-260-801-000	Contractual Services	0	7,496		22,504	30,000	
NET CHANGE IN BUDGET:				22,504	22,504		

Approved by Village Manager: _____ Date: _____

Approved by Village Council: _____ Date: _____

