



AGENDA

REGULAR MEETING OF THE VILLAGE COUNCIL

Monday, January 26, 2026

6:30 PM

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

(248) 693-8391 ext. 102

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

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

By order of the President/Chair, no matters will be discussed after 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. Orion Community Cable Communication Commission (O.C.C.C) Proposed 2026 Budget – Joint Resolution
- B. Approval of Village Council Special Meeting Minutes of January 12, 2026
- C. Approval of Village Council Regular Meeting Minutes of January 12, 2026
- D. Receive and File of DDA Regular Meeting Minutes of December 16, 2025
- E. Receive and File of DDA Informational Meeting Minutes of December 16, 2025

- F.** Approval of Special Event: Ice Fest
- G.** Receive and File of Invoice Distribution Report for January 27, 2026
- H.** Receive and File of Orion Township Building Permit Report from December 15, 2025 to January 15, 2026
- I.** Extend Term and Appointments for Ad Hoc Legal Services Review Committee

8. Items Removed from the Consent Agenda

9. Public Hearings

10. Other Items

- A.** NOTA Delegate Resignation and Appointment(s)

11. Call to the Public

12. DDA Executive Director Comments

13. Council Comments

14. Village Manager Comments

15. Closed Session Items

16. Business From Closed Session

17. Adjournment

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

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



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: January 26, 2026

TOPIC Orion Community Cable Communication Commission (O.C.C.C.C) Proposed 2026 Budget – Joint Resolution

BACKGROUND BRIEF: Village of Lake Orion Ordinance No. 16.05, and Orion Township Ordinance 80, Section 5E(9) states that the cable commission is to prepare an annual budget and prior to adopting same, conduct a public hearing thereon, which budget shall not be effective until approved by joint resolution of the Lake Orion Village Council and the Orion Township Board.

RECOMMENDED MOTION: To adopt the Joint resolution (2026-003) with Orion Township approving the 2026 Orion Community Cable Communication Commission (O. C. C. C. C) Proposed 2026 Budget.

**JOINT RESOLUTION
OF
THE VILLAGE COUNCIL OF THE VILLAGE OF LAKE ORION
AND
THE BOARD OF TRUSTEES OF THE CHARTER TOWNSHIP OF ORION**

RESOLVED:, that the 2026 Budget Proposal of the Orion Community Cable Communications Commission for the fiscal period of January 1, 2026 through December 31, 2026, indicating Income in the amount of \$615,000 and Expenses in the amount of \$715,700 is hereby approved by the Village Council of the Village of Lake Orion, at its regular meeting held on the 26th day of January, 2026, with the understanding that this approval does not approve of or commit the Village to any contract with the Orion Neighborhood Television Corporation or authorize the payment of any monies to said Corporation. Resolution (2026-003) adopted upon motion of _____, seconded by _____, and duly adopted: Ayes: ____ Nays: ____ Absent: ____.
Motion carried, and

BE IT FURTHER RESOLVED: that the 2026 Budget Proposal of the Orion Community Cable Communications Commission for the fiscal period of January 1, 2026 through December 31, 2026 indicating Income in the amount of \$615,000 and Expenses in the amount of \$715,700 is hereby approved by the Board of Trustees of the Charter Township of Orion, at its regular meeting held on the ____ day of _____, 2026, with the understanding that this approval of the Budget Proposal does not approve of or commit the Township to any contract with the Orion Neighborhood Television Corporation or authorize the payment of any monies to said Corporation. Resolution adopted upon motion of _____, seconded by _____, and duly adopted: Ayes: . Nays: .
None: Absent:

CERTIFICATION

I, Sonja Stout, duly elected Clerk of the Village of Lake Orion, do hereby certify that Paragraph One of the above resolution is a true and complete copy of a resolution adopted by the Village of Lake Orion Council at a regular meeting held on the 26th day of January 2026, and that minutes of the meeting were kept, and will be, or have been made available as required according to Act No. 267, Public Acts of Michigan, 1976, as amended.

Sonja Stout, Clerk
Village of Lake Orion
Date:_____

**Orion Community Cable Communications Commission
2026 Budget Proposal for Adoption in December 2025**

Section 7, Item A.

Orion Cable Commission 2026 Budget Proposal

11/9/2025

<u>Category</u>	<u>2026 Budget</u>
Income:	
Franchise & PEG Fees	520,000
Interest	95,000
Total Income	615,000
Prior Year Carryover	3,151,291
Total Income + Carryover	\$ 3,766,291
Expenses:	
Administrative	400
Building Maintenance	500
Contracted Liaison	15,000
Cable Connections	2,400
Capital Improvements	60,000
Education	-
Grants	102,000
Insurance	6,000
Meals & Travel	-
Membership Fees	2,000
ONTV	503,400
Professional Services	16,000
Shared Building Services	8,000
Total Expense	715,700
Total Income - Total Expense	<u>(100,700)</u>
Projected Year End Carryover	\$ 3,050,591
Unbudgeted Contingency	\$ 200,000



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: January 26, 2026

TOPIC Approval of Village Council Special meeting minutes of January 12, 2026.

RECOMMENDED MOTION: To approve the January 12, 2026 Village Council Special meeting minutes as presented.



MINUTES

SPECIAL MEETING OF THE VILLAGE COUNCIL

Monday, January 12, 2026

5:30 PM

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

(248) 693-8391 ext. 102

1. Call to Order

The January 12, 2026 Village Council Regular Meeting was called to order at 5:30 PM by President Rutt.

2. Roll Call and Determination of Quorum

PRESENT

President Teresa Rutt

President Pro Tem Stan Ford

Council Member Nancy Moshier

Council Member Michael Lamb

Council Member George Dandalides

Council Member Alex Comparoni Jr

Council Member Eric Papacek

STAFF PRESENT

Village Manager Darwin McClary

Police Chief Mark Amundson

Clerk/Treasurer Sonja Stout

3. Call to the Public

None.

4. Other Items

A. Fire Department Concerns on Lions Club Jubilee Event

Fire Chief Allen stated the purpose of the meeting was for the Orion Township Fire Department to explain the continued denial of the Special Event application for the Lions Club Jubilee. He introduced Fire Marshal Jeff Williams, who provided the presentation and responded to questions.

Fire Marshal Williams discussed lessons learned from a 2022 downtown Lake Orion fire, including the fire at 35 N. Broadway, and reviewed the justification letter, applicable ordinances, and fire codes. He explained that carnival rides present access and safety challenges and noted that the Fire Department conducts inspections once rides are installed and distributes inspection reports to involved parties. A photograph from the 35 N. Broadway fire was presented.

Council discussed differences between the Jubilee and the Flower Fair, with Fire Marshal Williams explaining that the Flower Fair uses movable tents, while the Jubilee includes carnival rides that are difficult to relocate. Council members raised concerns regarding safety, liability, and recurring challenges associated with the event. Fire Marshal Williams confirmed the primary concern was the carnival rides and stated he was not in a position to propose an alternative solution.

Lions Club representatives stated they have reviewed alternative layouts and locations but indicated that relocation presents logistical and financial challenges. Atwater Park was discussed but determined to be infeasible due to access, parking, and potential site damage concerns.

President Rutt summarized that the Fire Department’s role is to enforce applicable fire codes based on lessons learned from past incidents, and Council must consider risk and liability when determining how to proceed.

5. Adjournment

MOTION made by Council Member Comparoni Jr, Seconded by President Rutt to adjourn the January 12, 2026, Village Council Special Meeting.

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

The January 12, 2026, Village Council Regular Meeting adjourned at 6:28 PM.

Teresa Rutt
President

Sonja Stout
Clerk/Treasurer

Date Approved: as presented on January 26, 2026



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: January 26, 2026

TOPIC Approval of Village Council Regular meeting minutes of January 12, 2026.

RECOMMENDED MOTION: To approve the January 12, 2026 Village Council Regular meeting minutes as presented.



MINUTES

REGULAR MEETING OF THE VILLAGE COUNCIL

Monday, January 12, 2026

6:30 PM

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

(248) 693-8391 ext. 102

1. Call to Order

The January 12, 2026 Village Council Regular Meeting was called to order at President Rutt by 6:32.

2. Pledge of Allegiance

3. Roll Call and Determination of Quorum

PRESENT

President Teresa Rutt

President Pro Tem Stan Ford

Council Member Nancy Moshier

Council Member Michael Lamb

Council Member George Dandalides

Council Member Alex Comparoni Jr

Council Member Eric Papacek

STAFF PRESENT

Village Manager Darwin McClary

Police Chief Mark Amundson

Clerk/Treasurer Sonja Stout

DPW Director Wes Sanchez

4. Presentations

None.

5. Call to the Public

None.

6. Approval of Agenda

MOTION made by Council Member Dandalides, Seconded by President Pro Tem Ford to approve the agenda for the January 12, 2026, Village Council Regular Meeting as presented.

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

VOTING NAY: None

ABSENT: None

MOTION: Carried

7. Consent Agenda

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

MOTION made by President Rutt, Seconded by President Pro Tem Ford to approve the January 12, 2026 Village Council Regular Meeting Consent Agenda with the following changes:

- Removal of Item D (*Approval of Joint Informational Meeting of the Downtown Development Authority Board and Village Council of December 8, 2025*)
- Removal of Item N (*Approval of Special Event- Lake Orion Lions Club Jubilee*)
- Removal of Item P (*Planning Commission Board Appointment*)

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

VOTING NAY: None

ABSENT: None

MOTION: Carried

A. Approval of Village Council Regular Meeting Minutes of December 8, 2025

MOTION made by President Rutt, Seconded by President Pro Tem Ford to approve the December 8, 2025 Village Council Regular Meeting Minutes, as presented.

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

VOTING NAY: None

ABSENT: None

MOTION: Carried

B. Receive and File of Ad Hoc Legal Services Committee Meeting Minutes of December 1, 2025

MOTION made by President Rutt, Seconded by President Pro Tem Ford to receive and file the Ad Hoc Legal Services Committee Meeting Minutes of December 1, 2025.

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

VOTING NAY: None

ABSENT: None

MOTION: Carried

C. Receive and File of Ad Hoc Legal Services Committee Meeting Minutes of December 10, 2025

MOTION made by President Rutt, Seconded by President Pro Tem Ford to receive and file the Ad Hoc Legal Services Committee Meeting Minutes of December 10, 2025.

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

VOTING NAY: None
ABSENT: None
MOTION: Carried

D. Approval of Joint Informational Meeting of the Downtown Development Authority Board and Village Council of December 8, 2025

Removed for further discussion.

E. Receive and File of Downtown Development Authority Regular Meeting Minutes of November 18, 2025

MOTION made by President Rutt, Seconded by President Pro Tem Ford to receive and file the Downtown Development Authority Regular Meeting Minutes of November 18, 2025, as presented.

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

F. Receive and File of Investment of Report for November 2025

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

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

G. Receive and File of Financial Statements for December 2025

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

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

H. Receive and file Invoice Distribution Report for December 22, 2025

MOTION made by President Rutt, Seconded by President Pro Tem Ford to receive and file the Invoice Distribution Report in the amount of \$132,964.97 of which \$20,659.93 are DDA bills for a net total of \$112,305.04.

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

I. Receive and File of Invoice Distribution Report for January 13, 2026

MOTION made by President Rutt, Seconded by President Pro Tem Ford to receive and file the bills in the amount of \$ 137,186.03 of which \$ 10,000.69 are DDA bills for a net total of \$127,185.34 and to receive and file the DDA bills.

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

J. Receive and File of November 2025 Building Permit Report

MOTION made by President Rutt, Seconded by President Pro Tem Ford to receive and file of November 2025 Building Permit Report.

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

K. Receive and File of Orion Township Building Department 2025 Annual Report

MOTION made by President Rutt, Seconded by President Pro Tem Ford to receive and file the Orion Township Building Department 2025 Annual Report.

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

L. Receive and File of December 2025 Planning and Zoning Monthly Report by McKenna

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

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

M. Receive and File of December 2025 Police Department Activity Report

MOTION made by President Rutt, Seconded by President Pro Tem Ford to receive and file the December 2025 Police Department Activity Report.

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

N. Approval of Special Event – Lake Orion Lions Club Jubilee

Removed for further discussion.

O. Budget Amendment- Various

MOTION made by President Rutt, Seconded by President Pro Tem Ford To approve budget amendment BA-2026-101-228-01, BA-2025-101-751-01, and BA-2025-101-851-01 as presented by administration.

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

P. Planning Commission Board Appointment

Removed for further discussion.

8. Items Removed from the Consent Agenda

D. Approval of Joint Informational Meeting of the Downtown Development Authority Board and Village Council of December 8, 2025

Council Member Lamb inquired about additional details from the Joint Informational Meeting of the Downtown Development Authority Board and Village Council held on December 8, 2025, noting that he had hoped DDA Executive Director Gibb could address the questions; however, Mr. Gibb had already departed the meeting.

MOTION made by President Rutt, Seconded by Council Member Lamb to approve the of Joint Informational Meeting of the Downtown Development Authority Board and Village Council of December 8, 2025, meeting minutes as presented.

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

N. Approval of Special Event – Lake Orion Lions Club Jubilee

Council Member Dandalides stated he supports the Lions Club and recognizes the importance of the Jubilee but emphasized the need to prioritize public safety and limit liability, noting that approving an event not supported by professional recommendations would conflict with his oath of office.

Council discussed alternative locations, switching carnival companies, and restructuring the event, as well as the possibility of setting a timeframe for the submitted application. While expressing support for the Lions Club Jubilee, Council emphasized the need for changes to address public safety and prevent recurring concerns.

Lions Club representatives expressed willingness to explore a new plan but noted they have already considered many of Council’s suggestions and stated that the Jubilee accounts for approximately 60% of their annual budget.

MOTION made by Council Member Dandalides, Seconded by Council Member Lamb to not approve the Special Event application and license agreement for the Lake Orion Lions Club Jubilee as presented until the submission plan can achieve fire department approval.

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

VOTING NAY: Comparoni Jr

ABSENT: None

MOTION: Carried

P. Planning Commission Board Appointment

President Rutt invited Matt Craig, the new Planning Commission appointee, to the podium to share his background. Mr. Craig described his experience in supply chain management and expressed enthusiasm for serving on the Planning Commission. Council members welcomed him and acknowledged how his background will benefit the Commission.

MOTION made by President Rutt, Seconded by Council Member Lamb to appoint Matt Craig as a Commissioner to serve on the Village of Lake Orion Planning Commission, with a term to expire on April 30, 2026.

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

VOTING NAY: None

ABSENT: None

MOTION: Carried

9. Public Hearings

None.

10. Other Items

A. Council Member Suggested Goals and Objectives for FY 2026-27

Village Manager McClary stated that Council members were asked to submit their goals and objectives by December 19, 2025, so they could be consolidated and placed on the January 12, 2026 Council agenda. Council Member Dandalides emphasized the importance of goals and objectives as a roadmap for the upcoming year and noted the value of public input. Council discussed priority areas including fiscal responsibility, infrastructure, streets and sidewalks, and maintaining predictable household costs, and encouraged the public to submit input via email to Administration or Council or by attending Council meetings.

B. Forum for Discussion of FY 2026-27 Goals and Objectives (Requested by Council Member Dandalides)

Council discussed prior special meetings held in the conference room, noting that while they are not televised, they are recorded. Council considered adding the goals and objectives discussion to a regular Council meeting to allow the discussion to be televised for the public. Council reviewed the pros and cons of adding the discussion as an agenda item to the next two regular meetings and discussed how Robert’s Rules of Order would apply to adding a one-hour discussion to an existing meeting agenda.

MOTION made by Council Member Dandalides, Seconded by Council Member Lamb to utilize the input from each councilmen and the public, direct the Village Manager to prepare for and lead the discussion on the 2026-27 Village Goals and Objectives in two, one hour agenda topics at our upcoming January 26th and February 9th regular meetings per the proposal presented above.

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

Council discussed public transparency and the best method to achieve public input while televising the meeting topic. Village Manager McClary suggested having the special meeting in the chambers versus in the conference room which can be televised by ONTV provided they are given notice to record the meeting.

MOTION made by Pro Tem Ford, Seconded by Council Member Comparoni, Jr to keep the Special Meeting as scheduled for the upcoming meeting times January 26th and February 9th but to have ONTV have televised coverage limits to 1 hour moved to the Council Chambers versus the Conference room.

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

C. Second Reading and Adoption of Ordinance – Amendment to Chapter 50 - Garbage

MOTION made by President Pro Tem Ford, Seconded by President Rutt to give second reading to, and adopt, an Ordinance to amend Title V: Public Works, Chapter 50: Garbage to require that the garbage collection service charge will be set by resolution of the Village Council; and to direct the Village Clerk to publish the required notice.

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

D. Legal Services Review Committee Recommendation

Council members commented on the effectiveness of the committee process and the Village Manager’s leadership in assisting the committee with making a difficult decision. Council members also discussed the potential of using the same process for other Village contract services.

MOTION made by Council Member Dandalides, Seconded by President Rutt to accept and approve the recommendation from the Legal Services Review Ad Hoc Committee to select the law firm of Giarmarco, Mullins & Horton of Troy, Michigan, to provide general, prosecution, litigation, and other legal services for the Village of Lake Orion subject to the Committee’s negotiation of an acceptable services contract with the firm and subsequent approval of the contract by the Village Council.

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

E. Coordination of Planning, Zoning, and Building Permitting Services

Council thanked the committee for its work and noted that communication was identified as the primary issue with the previous process. Council stated that the new process is intended to streamline building permitting services for residents and improve communication for all parties.

MOTION made by President Rutt, Seconded by Council Member Lamb to accept the findings and recommendations of the Building Services Review Ad Hoc Committee as follows:

1. The current provisions of the April 15, 2024, agreement are not being completely followed. The Township Building Department has made recommendations on specific changes to the process outlined in the agreement to improve communication and coordination of permit reviews. Administration will propose a revised interlocal agreement to the Township Building Department and Village Council based on the recommended revisions.
2. The Township Building Department intends to migrate from the current BS&A.NET system to the cloud system in March 2026, which will provide online access to the Township’s building permits and code enforcement system. The Township will not charge for the Village’s read-only access to the Township’s system and will not limit the number of Village Administration users.
3. Village Administration will implement process changes as recommended by the Township Building Department and approved by Council under a revised interlocal agreement after the Township’s migration to the BS&A cloud software.
4. Village Administration will review the efficiency and effectiveness of the revised permitting process within six months of the Township’s migration to the BS&A cloud software and make further recommendations to Village Council as to whether to continue with the Township’s building and permitting services agreement or to transition to in-house services.

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

F. Amendment #1 to Agreement to Provide Building Inspection Services

MOTION made by Council Member Lamb, Seconded by President Pro Tem Ford to approve Amendment #1 to the Agreement to Provide Building Inspection Services between the Village of Lake Orion and Orion Charter Township to amend the following sections of the Agreement to read as follows:

11. The Township grants the Village access to Township Building Department B S&A software services for the purpose of facilitating building permits, inspections, and related administrative tasks. EXHIBIT A

232Section 10, Item F.

5. Residential Zoning Review for small projects, decks, accessory structures and single family homes.....\$75.00. All other provisions of the current Agreement shall remain unchanged. The Village Manager is authorized to execute this amended Agreement on behalf of the Village.

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

G. Justice Assistance Grant (JAG) Acceptance and Budget Amendments - Police Department

MOTION made by President Rutt, Seconded by Council Member Dandalides to move to accept the grant money of \$2173 and approve the budget amendment of the subsequent accounts as follows:

- Increase revenue \$2173 (Miscellaneous Revenue) in account 207-000-694-000
- Increase expenditure \$445 (Education and Training) in account 207-301-957-000
- Increase expenditure (\$1728 Travel Expenses) in account 207-301-863-000

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

11. Call to the Public

Rosemary Ford spoke regarding the cost of the lift station project and the financial impact being shared among residents. She also commented on the DDA’s tax capture funds and noted that the potential consolidation of the Village and Township has been an ongoing discussion for many years.

Adam Piazza spoke regarding fiscal sustainability related to the DDA and emphasized the importance of transparency and accountability.

12. DDA Executive Director Comments

None.

13. Council Comments

Council Member Lamb thanked the citizen speakers, commented on the continuation of the DDA due to bond obligations, referenced DDA spending oversight and potential amendments to the tax capture district, and wished everyone a Happy New Year.

Council Member Comparoni, Jr. wished everyone a Happy New Year, expressed support for the Lions Club, Fire Department, and Police Department, thanked DPW for snow removal efforts, and stated he was looking forward to the year ahead.

President Pro Tem Ford shared updates from a recent NOTA meeting, including ridership statistics, discussed Paint Creek Trail usage data and trail etiquette concerns, and welcomed Matt Craig as a new Planning Commission Board member.

Council Member Dandalides stated that the Jubilee event application was a public safety matter, encouraged public input on Council goals and objectives, reiterated the location of the upcoming goals and objectives meeting, and referenced the Village CIP.

Council Member Moshier thanked those in attendance, expressed support for the Jubilee while noting public safety concerns, thanked President Pro Tem Ford for attending the NOTA meeting in her absence, and wished everyone a Happy New Year.

Council Member Papacek commented on Council goals and DDA funding.

President Rutt discussed trail challenges related to weather conditions, noted the value of NOTA services to the community, encouraged public attendance at DDA meetings, and referenced the DDA's accreditation.

14. Village Manager Comments

Village Manager McClary thanked resident Adam Piazza for expressing concerns regarding fiscal responsibility and stated that the Village is not operating at a deficit and remains in good financial health, while acknowledging the need to address capital needs. He also welcomed the new Administrative Assistant.

Chief Amundson provided an overview of the new online police reporting tool, noting its goal of increasing transparency for the public.

Village Manager McClary provided an update on the audio equipment in the Council Chambers, reminded Council of his upcoming vacation, and reviewed upcoming dates.

15. Closed Session Items

16. Business From Closed Session

17. Adjournment

MOTION made by Council Member Dandalides, Seconded by President Rutt to adjourn the January 12, 2026, Village Council Regular Meeting.

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

VOTING NAY: None

ABSENT: None

MOTION: Carried

The January 12, 2026, Village Council Regular Meeting adjourned at 8:45 PM.

Teresa Rutt
President

Sonja Stout
Clerk/Treasurer

Date Approved: as presented on January 26, 2026



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: January 26, 2026

TOPIC: Receive and File of DDA Regular Meeting Minutes of December 16, 2025

RECOMMENDED MOTION: To receive and file the Downtown Development Authority Regular Meeting Minutes of December 16, 2025, as presented.



MINUTES

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, December 16, 2025

6:30 PM

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

(248) 693-8391 ext. 102

1. Call to Order

The December 16, 2025 Downtown Development Authority Regular Meeting was called to order at 6:36 PM by Chairperson Burgess.

2. Roll Call and Determination of Quorum

PRESENT

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

ABSENT

Board Member Chris Barnett

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 November 18, 2025

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to approve the Downtown Development Authority Board Regular Meeting Minutes of November 18, 2025, as presented

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

4. Approval of Agenda

Executive Director Gibb advised the Board that revised information had been provided for the seasonal snow and ice maintenance item under Regular Business, noting that a more favorable arrangement had been secured and no agenda amendment was required. He also requested that the National Main Street Program “Main Street Now” Conference 2026 be added to the agenda to allow timely registration.

MOTION made by Treasurer Shell, Seconded by Board Member Coe, to approve the Downtown Development Authority Board Regular Meeting Agenda of December 16, 2025 with the addition of 8C. Main Street NOW Conference 2026.

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

5. Call to the Public

George Dandalides thanked local businesses for their contributions and support of the recent parade, noting it as a positive example of businesses giving back to the community.

Adam Piazza raised concerns regarding DDA expenditures for the maintenance of leased parking lots, questioning the sustainability of maintaining properties not owned by the DDA and noting discrepancies between original lease and maintenance arrangements. He expressed concern about long-term financial impacts, particularly related to future parking associated with the Lumber Yard Redevelopment, and urged the DDA to explore renegotiating leases, shifting maintenance responsibilities, and implementing parking as a revenue-generating strategy.

6. Consent Agenda

President Rutt requested clarification regarding Item C, specifically related to electrical upgrade expenses. Executive Director Gibb explained that the costs were primarily associated with electrical system repairs and upgrades to streetscape infrastructure that exceeded the scope of DPW staff expertise, including underground electrical work. Vice Chairperson Caruso asked for clarification regarding LED bulb expenses, and Executive Director Gibb confirmed that the charges reflected the cost of materials and parts, such as bulbs, fuses, and related components, rather than labor. Executive Director Gibb added that the item was included to track ongoing maintenance expenses as streetscape infrastructure continues to age.

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

MOTION made by Treasurer Shell, Seconded by Board Member Coe, to approve the December 16, 2025, Consent Agenda by one vote, as presented.

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

A. Financial Reports

MOTION made by Treasurer Shell, Seconded by Board Member Coe, to receive and file the financial reports for November 2025.

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

B. Preliminary Committee Meeting Dates

MOTION made by Treasurer Shell, Seconded by Board Member Coe, to receive and file the statement(s) of purpose and meeting scheduled for each of the four (4) committees of the Lake Orion DDA/Main Street program, directing staff to provide a final schedule, and adopted statement of purpose, at the Boards January 2026 meeting.

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

C. Electrical Extras - DPW contract (informational)

MOTION made by Treasurer Shell, Seconded by Board Member Coe, to acknowledge and authorize the additional expense in the amount of \$1,544.32 from Design Committee Budget GL 248-726-801-000 as set forth in the memorandum and attachment, and to receive and file the information.

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

D. Grant Disbursement - Main Street Oakland County

MOTION made by Treasurer Shell, Seconded by Board Member Coe, to receive proceeds in the amount of \$2,500 from the Community Foundation of Southeast Michigan, to be deposited into GL 248-000-540-000 County/Federal Program Grants, and to immediately transfer \$2,500 to the Organizational Committee budget GL 248-725-864-000 Grants and Scholarship Distribution for processing of grant proceeds to Boutique Chic from GL 248-725-864-000 Grants and

Scholarship Distribution in the amount of \$2,500 in the December 22, 2025 check run.

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

E. Annual Informational Report

MOTION made by Treasurer Shell, Seconded by Board Member Coe, to receive and file the 2025 Annual Informational Report and direct that a copy is posted on the DDA website under Reporting.

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

7. Financial Matters

A. Bill Approval

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to approve disbursements in the amount of \$263,611.51 for November 2025.

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

8. New and Old Business

A. Adopt the 2026 Downtown Development Authority Board Meeting Schedule

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to adopt the Meeting Schedule establishing the 2026 Meeting Dates for the Downtown Development Authority Board for the Village of Lake Orion and to authorize the Clerk to post the schedule pursuant to the Open Meetings Act.

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

B. Seasonal Snow/Ice Maintenance

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

President Rutt asked which sidewalks and areas were included in the snow removal contracts. Executive Director Gibb explained that the work would cover the five parking areas for which the DDA has agreements, nearby sidewalks, the Flint Street Alley, limited areas at the Lumber Yard, and spot maintenance at streetscaped intersections. He noted that the work was proposed to be assigned to local contractors rather than Village DPW.

Village Manager McClary stated that Village DPW had submitted a proposal to perform snow removal for parking lots and adjacent sidewalks at a cost of \$7,290 and clarified that DPW was not unwilling to perform the work. Executive Director Gibb, Assistant Director Bloom, and President Rutt discussed prior snow removal costs, noting that the \$17,000 figure from the prior year related to business-owner sidewalks and was separate from parking lot snow removal.

DPW Director Sanchez confirmed that the \$17,000 amount referenced was for snow removal on private business-owner sidewalks and not for public parking lots or sidewalks, and stated that the DDA had elected not to utilize DPW snow removal services for parking lots.

Vice Chairperson Caruso expressed confusion regarding the cost differences between proposals, the scope of services, and the timing of the item being presented to the Board.

Board Member Campbell asked questions and sought clarification regarding which areas were included in the proposed snow removal contracts, including whether the Lumber Yard lot was covered.

Following discussion, Executive Director Gibb stated that the item had not been properly bid, cited procurement policy concerns, and indicated the matter would be readdressed at the January meeting.

No vote was taken and no action was approved.

C. Main Street NOW Conference 2026

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to approve the travel and attendance of Matthew Gibb and Janet Bloom to the MainStreet NOW Conference in Tulsa, OK from April 16-20, 2026, at a cost, including any reimbursements, not to exceed \$4000, with funding to paid from 248-260-957-000.

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

9. Reports, Resolutions and Recommendations

A. Executive Director’s Report

Executive Director Gibb provided an update on the lumber yard project, including ongoing load calculations for DTE pre-service planning, water and stormwater analyses, site engineering, and

pre-proposals for potential revenue-generating private users. He noted delays with MDOT processes due to the holiday period and outlined plans to resubmit engineering and water service plans by early January. He noted plans to submit the PA 57 report to Oakland County by December 31, independent of the audit. He reported that the previously scheduled concrete work will be postponed to spring, with materials ordered and site preparation planned for the south wall of the Lumber Yard. He also discussed committee engagement, noting efforts to redefine committee purposes and focus their work. He confirmed that the complete Main Street accreditation package will be submitted before year-end, with the accreditation meeting scheduled for January 14. He advised the Board of his office availability over the holidays and indicated monitoring of snow and related operational needs.

MOTION made by Treasurer Shell, Seconded by Board Member Coe, to receive and file the Executive Directors Report for December 2025.

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

B. Assistant Director’s Report

Assistant Director Bloom highlighted recent holiday events, including Sing and Stroll, Shop Small Saturday, the Downtown LOdown gathering, the Polar Express, and the volunteer pre-party for the lighted parade, noting strong participation from businesses and volunteers. She shared updates on the Resolution Run, indicating that businesses would have the opportunity to include items in runners’ packets to promote local engagement. Ice Fest, scheduled for February 7, was discussed, with plans to expand retail participation, introduce a scavenger hunt, themed food and drinks, and outdoor activities for children. She also described the new sponsorship management platform, SeeMyLegacy, which allows sponsors to register and pay online, view benefits, and track participation.

Assistant Director Bloom recommended continuing successful collaborative events with the Oxford DDA, such as Witches Night, while suggesting potential removal of less impactful events to focus on strategic priorities. Chairperson Burgess noted that future event planning should align with Great American Main Street Award (GAMSA) criteria, and decisions on continuing partnerships would be coordinated through the Executive Committee. Additional updates included the community calendar, social media statistics, Main Street accreditation invitations, volunteer appreciation awards, and the Downtown LOdown event on January 26.

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to receive and file the Assistant Director’s Report

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

10. Board Comments and Training Feedback

Board Member Coe wished everyone a Merry Christmas and praised the success of the lighted parade, commending the parade committee, volunteers, local businesses, and those who assisted on short notice.

President Rutt shared that she was unable to attend the parade this year due to a family commitment but noted that she heard very positive feedback and thanked the parade committee, volunteers, and businesses.

Board Member Campbell thanked the committee chairs for attending the meeting and expressed appreciation to staff for providing direction for 2026. She highlighted the designated viewing area for volunteers during the parade as a meaningful benefit and clarified that the DDA did incur snow removal costs in the prior fiscal year.

Vice Chairperson Caruso extended holiday greetings, commented on the strong turnout and length of the parade, and thanked organizers for amenities such as fire pits that enhanced the volunteer and attendee experience.

Treasurer Shell offered holiday greetings and thanked staff for their continued hard work.

Secretary Lorant extended holiday wishes and thanked the Board and staff, noting progress made during the year and optimism for the coming year.

Board Member Medina expressed concern regarding the timing and handling of the snow removal cost discussion, emphasizing the importance of improved coordination and earlier communication with the Board.

Chairperson Burgess wished everyone a Merry Christmas, praised the parade committee, volunteers, pre-parade activities, and drone photography, highlighted upcoming volunteer benefits planned for 2026, and encouraged continued collaboration and improved communication among all parties.

11. Next Regular Meeting - January 20, 2026

12. Adjournment

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

VOTING YEA: Burgess, Caruso, Shell, Lorant, Coe, Medina, Campbell, Rutt

VOTING NAY: None

ABSENT: Barnett

MOTION: Carried

The December 16, 2025 Downtown Development Authority Board Regular meeting adjourned at 7:36PM.

Debbie Burgess
Chairperson

Lynsey Blough, CMC
Deputy Clerk/Treasurer

Sonja Stout
Village Clerk/Treasurer

Date Approved: as presented on January 20, 2026.



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: January 26, 2026

TOPIC: Receive and File of DDA Informational Meeting Minutes of December 16, 2025

RECOMMENDED MOTION: To receive and file the Downtown Development Authority Informational Meeting Minutes of December 16, 2025, as presented.



MINUTES

INFORMATIONAL MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, December 16, 2025

6:00 PM

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

(248) 693-8391 ext. 102

1. Call to Order

The Tuesday, December 16, 2025, Informational Meeting of the Lake Orion Downtown Development Authority Board of Directors was called to order in the Lake Orion Village Hall Council Chambers located in the 21 East Church Street, Lake Orion, MI 48362 by Matthew Gibb, Executive Director, at 6:02 PM.

2. Attendees

Attendee Name	Organization	Title	Status	Arrived
Debbie Burgess	Village of Lake Orion	Chairperson	Present	
Sam Caruso	Village of Lake Orion	Vice Chairperson	Present	
Matt Shell	Village of Lake Orion	Treasurer	Present	6:04 pm
Henry Lorant	Village of Lake Orion	Secretary	Absent	
Chris Barnett	Village of Lake Orion	Board Member	Absent	
Alaina Campbell	Village of Lake Orion	Board Member	Present	
Lloyd Coe	Village of Lake Orion	Board Member	Present	
Sally Medina	Village of Lake Orion	Board Member	Absent	
Teresa Rutt	Village of Lake Orion	Council President	Absent	

STAFF PRESENT:

Matthew Gibb, DDA Executive Director
Janet Bloom, DDA Assistant Director

3. PA-57 Report

Executive Matthew Gibb shared the PA-57 report with the Lake Orion DDA Board and attendees to the meeting. This was the second presentation of the PA-57 Informational Report, as the first presentation was given before the Lake Orion Village Council meeting on December 8, 2025. Per PA-57, the Lake Orion DDA is required to give two informational updates annually.

The report listed the 2025 board of directors, link to the TIF plan, 2025 priorities and focus of projects, budget overview, fund balance outlook, DDA commitment to Capital Improvement in the Village, Update and Adoption of New Strategic Plan, listed the contracts and vendors, and listed reinvestment in the district, economic growth numbers (one vacancy current in the district), growth of communications, volunteer program launch of the Illuminators, List of DDA supported and DDA events, DDA-received grants, and a peek into 2026 plans such as enhancing the grant façade program, public market plans, streetscape electrical review, dumpster/trash updates, and Village Capital Improvement Planning.

4. Call to the Public

Let the record show no public comments were received.

5. Adjournment

The Informational Meeting of the Downtown Development Authority Board adjourned at 6:36 pm.

Debbie Burgess
Chairperson

Janet Bloom
Recording Secretary
DDA Assistant Director

Date Approved: _____



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: January 26, 2026

TOPIC: Approval of Special Event – Ice Fest

BACKGROUND BRIEF:

The Downtown Development Authority (DDA) is requesting Village Council approval to hold the Ice Fest special event in the downtown area. Ice Fest is a winter community event designed to encourage visitation to downtown Lake Orion, support local businesses, and provide seasonal recreational activities for residents and visitors. The event is scheduled for Saturday, February 7, 2026, with event set up starting on February 4, 2026, and tear-down until ice sculptures melt. It will take place on the sidewalks downtown, as outlined in the attached application. This is an annual event.

RECOMMENDED MOTION:

To adopt Resolution No. 2026-002, which approves the Ice Fest event application and the License Agreement between the Village of Lake Orion and the Village of Lake Orion Downtown Development Authority for the use of Village sidewalks. The event is scheduled for February 7, 2026. Furthermore, to authorize the Village Council President and Village Clerk to execute the document on behalf of the Village.



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

RESOLUTION NO. 2026-002

**A RESOLUTION APPROVING THE SPECIAL EVENT PERMIT APPLICATION FOR
ICE FEST AND TO APPROVE THE LICENSE AGREEMENT**

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

RESOLVED: To approve the Special Event Permit Application submitted by the Lake Orion Downtown Development Authority for the Ice Fest to be held on Saturday, February 7, 2026, from 10:00 AM – 4:00 PM on the sidewalks downtown, as outlined in the application.

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

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

FURTHER RESOLVED: This approval is conditioned on the following:

Administrative Requirements:

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

Police Department Requirements:

1. Event staff and on-site manager contact information (cell phone numbers) must be provided to the Police Department at least 24 hours before the event.
2. This event does not require dedicated police resources. If police support becomes necessary, contact Chief Mark Amundson at amundsonm@lakeorionpolice.org to schedule a pre-planning meeting.

DPW Requirements:

- 1. The use of Village orange cones will be based on availability.
- 2. DPW will not supply extension cords or cord covers.
- 3. 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. All open-burning warming hubs shall be attended at all times by a responsible adult and comply with open burning regulations.

THIS RESOLUTION WAS DULY ADOPTED BY THE LAKE ORION VILLAGE COUNCIL AT ITS REGULAR MEETING HELD ON MONDAY, JANUARY 26, 2026.



Sonja Stout
Village of Lake Orion Clerk/Treasurer

CERTIFICATION

I, Sonja Stout, duly appointed Clerk/Treasurer of the Village of Lake Orion, Oakland County, Michigan, do hereby certify that the foregoing is a true and correct copy of Resolution No. 2026-002 adopted by the Village of Lake Orion Village Council at its regular meeting held on the 26th day of January 2026.

Given under my hand and seal of the Village of Lake Orion, Oakland County, Michigan this 26th day of January 2026.



Sonja Stout
Village of Lake Orion Clerk/Treasurer

DATED: January 27, 2026



Special Event
SE-2026-004

Balance
\$0.00

Applicant	Application #	Submitted	Issued	Starts	Expires	Identifier
Office DDA	C5V-26C	Jan 7, 2026	--	--	--	--

Applicant Information

APPLICANT
Office DDA

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

Agent

AGENT
Janet Bloom

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

Internal

Conditions

No Police Resources.

This event does not require dedicated police resources. If police support becomes necessary, contact Chief Mark Amundson at amundsonm@lakeorionpolice.org to schedule a pre-planning meeting.

There shall be no parking in the Fire Station parking lot or along Anderson Street, and that all open-burning warming hubs must be attended at all times by a responsible adult and comply with open burning regulations.

Issued By:

N/A

Internal Notes - Employee Communication

N/A

Approved Event:

N/A

General Information

Event Location

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

Event Locations

Event is Located throughout downtown proper.

Zoning District

DC - Downtown Center

Event Name

Ice Fest

Event Details

We will have a live sculpting performance and 12 pre-sculpted ice blocks on the sidewalks downtown. We will have 2 warming hubs and propane heaters throughout town.

Date / Hours of Event

Feb 7th 10am-4pm

Date / Hours of Set-up and Tear Down

Set Up: Feb 4-6 DPW to set out cinderblocks; Feb 7 set up at 8 am; Tear down as sculptures melt.

Event Map

[map.pdf](#)

Street Closures and / or Parking Lot closures necessary?

No

If yes, how many days?

N/A

If yes, describe

Live carving:

- 1. State Farm parking lot
- 2. in front of Verwood apts.
- 3. in front of the bridge by Wine Social; using cones/tape

Ice blocks will be delivered as early as 2/4-2/6 depending on weather. Coordinating delivery time TBH with ice sculptors.

Ice sculpture placement is TBH based on business purchases

Green's Park Reservation?

No

Green's Park Reservation Date/Hours

N/A

Gazebo Rental?

No

Gazebo Rental Date/Hours

N/A

Coordinating Event Details

Lake Orion Sunrise Rotary 12th Annual Golf Cup Challenge

Coordinating with Another Event?

Yes

If yes, Event Name

Ice Golf Cup Challenge

Event Details

Type of Event

DDA

Status

Not-for-Profit

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

Is this event expected to occur next year?

Yes

If Yes, provide next year's specific dates

Likely Feb 6, 2027

If this event a Fund raiser?

No

If YES, indicate beneficiary information

N/A

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

No

Describe above selection

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

This event is held yearly in Lake Orion.

No

Describe above selection

This event is held yearly in Lake Orion

Event Details (continued)

Total estimated attendance each day

100

What parking arrangements will be necessary to accommodate attendance?

Regular Use of Parking Lots

Parking Plan

How will trash be handled?

Regular use of trash bins

Is amplification of music or speakers planned or anticipated?

Yes

If yes, describe

DJ During event within volume in accordance with village ordinance

Will tents be used?

No

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

N/A

Portable restrooms

No

If yes, number of portable restrooms and location

N/A

Food / Alcohol / Merchandise

Will alcoholic beverages be served?

No

If yes, describe

N/A

Is liquor license issued by the State of Michigan?

N/A

If yes, whose name is the license issued to

N/A

Copy of License

Will food and beverages be sold?

No

If yes, describe

N/A

Will merchandise be sold?

No

If yes, describe

N/A

Request Use of Village Equipment ONLY

Use of Equipment Start (Day / Time)

Feb 4- Feb 6

Use of Equipment End (Day / Time)

Feb 8

Barricades/Traffic Cones

Yes

If yes, describe

Use of barricades around live sculpting areas

Temporary Closure Signage

Trash Cans

No	N/A
Electrical Connections	If yes, describe
Yes	Use of outlets on sidewalk streets
Water	If yes, describe
No	N/A
Emergency Fire Equipment, such as ambulance	If yes, describe
Yes	N/A
Other Village Services	If yes, describe
No	N/A

Municipal Equipment

Event Signs

Will this event include the use of signs?	Location(s) of Sign
Yes	General Banner Locations along M24 and the Lumberyard
Sign Dimensions	Sign Sketch Plan
9x3 Banners	Ice Fest 2026 Save the date .png
Location Map	Temporary Display Start
Banner Locations.jpg	Jan 21, 2026
Temporary Display End	Quantity of Temporary Signs
Feb 10, 2026	2

Certifications and Signatures

Signature of Sponsoring Organization's Agent
signature emily dz.PNG
Certificate of Insurance naming the Village of Lake Orion as Certificate Holder and Additional Insured
signature emily dz.PNG

Hold Harmless Agreement

Hold Harmless Agreement
Ice Fest HH.pdf

Fees

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

Communication

Workflow

1. Payment - COMPLETED

Assignee: Lynsey Blough

2. Administrative Review - COMPLETED

Assignee: Lynsey Blough

3. Dept. of Public Works Review - COMPLETED

Assignee: Wes Sanchez

4. Public Safety Review - COMPLETED

Assignee: Mark Amundson

5. Fire Department Review - COMPLETED

Assignee: John Pender

6. Council Review - ACTIVE

Assignee: Lynsey Blough

7. Planning & Zoning Review - INACTIVE

Assignee: Sommer Nafal

8. Issue Permit - INACTIVE

Assignee: Lynsey Blough



Village of Lake Orion

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

HOLD HARMLESS AGREEMENT

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

Ice Fest

Feb 7th 10am-4pm

Activity/Event

Dates and Time

We will have a live sculpting performance + pre sculpted ice blocks
General Description of Location

on the sidewalks downtown. We will have 2 warming hubs + paper heaters for project team.

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

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

[Signature]
Witness One Signature ***

Emily Dziugalski
Applicant/Property Owner/Contractor Printed Name

Janet L. Bloom
Witness One Printed Name

1-3-26
Date

[Signature]
Witness Two Signature ***

Matt Gill
Witness Two Printed Name

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

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

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



michigan municipal league

Liability & Property Pool

RENEWAL CERTIFICATE

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

Contract Number: MML001238340

Renewal of Number: MML001238339

Pool Member: Village of Lake Orion

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

Coverage Period

From: 7/1/2025

To: 7/1/2026

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

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

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

COVERAGE UNDER THIS CONTRACT IS:

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

BY:

[Signature]

(Authorized Representative)

DATE:

06/10/2025



The poster features a background image of an ice sculpture of a fish. The text 'DOWNTOWN LAKE ORION ICE FESTS' is overlaid in blue, with 'ICE' and 'FESTS' in a larger, stylized font. A red circular stamp with 'SAVE THE DATE' and stars is on the left. The bottom teal bar contains the date and time 'Feb. 7th, 2026 10am-4pm', the website 'DowntownLakeOrion.org', and the 'DDA LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY' logo.

DOWNTOWN LAKE ORION ICE FESTS

SAVE THE DATE

Feb. 7th, 2026 10am-4pm | DowntownLakeOrion.org

DDA LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY





COUNCIL ACTION SUMMARY SHEET

MEETING DATE: January 26, 2026

TOPIC: Receive and File of Invoice Distribution Report for January 27, 2026

RECOMMENDED MOTION:

To receive and file the bills in the amount of \$ 158,314.52 of which \$ 5,744.07 are DDA bills for a net total of \$ 152,570.45 and to receive and file the DDA bills.

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

EXP CHECK RUN DATES 01/27/2026 - 01/27/2026

POSTED AND UNPOSTED
OPEN

Section 7, Item G.

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 101 GENERAL FUND					
Department: 000 REVENUE					
101-000-279-000	GENERAL PORTION	BLUE CROSS BLUE SHIELD OF	HEALTH COVERAGE FOR SHANK FEB 2025	300.14	None
101-000-279-000	RETIREE HEALTHCARE-RETIREE	BCBSM MEDICARE ADVANTAGE	RETIREE COVERAGE FEBRUARY 2025	1,048.72	None
101-000-281-016	WEST VILLAGE	BEIER HOWLETT, P.C.	GENERAL MATTERS SERVICES THRU DECEMBE	49.50	None
101-000-281-018	EASTPORT	BEIER HOWLETT, P.C.	GENERAL MATTERS SERVICES THRU DECEMBE	280.50	None
101-000-402-000	REFUND ON PROPERTY TAX	OAKLAND COUNTY TREASURER		735.95	None
Total Department 000 REVENUE				2,414.81	
Department: 228 Information Technology					
101-228-801-000	CEMETERY 2/1/2026 - 2/1/20	BS&A SOFTWARE	ANNUAL BS&A COST CEMETERY	416.00	None
Total Department 228 Information Technology				416.00	
Department: 260 GENERAL ACTIVITIES					
101-260-716-001	RETIREE HEALTHCARE	BCBSM MEDICARE ADVANTAGE	RETIREE COVERAGE FEBRUARY 2025	917.65	None
101-260-801-000	DRUG SCREEN PHYSICAL KIRST	COREWELL HEALTH URGENT CAR	DRUG SCREEN PHYSICAL BARBER	135.00	None
101-260-920-000	21 E CHURCH	VILLAGE OF LAKE ORION	WATER BILLS Q4 2025	561.31	None
101-260-920-000	20 E SHADBOLT ACCT # 1030	CONSUMERS ENERGY	JANUARY BILL	27.25	None
101-260-920-000	21 E CHURCH ACCT# 1030 170	CONSUMERS ENERGY	JANUARY BILL	1,899.68	None
101-260-921-000	STREETLIGHTS	DTE ENERGY	DECEMBER BILL STREETLIGHTS	4,337.37	None
101-260-930-000	MATS FOR VILLAGE OFFICE 1/	DarWe1 ENTERPRISES LLC	MONTHLY MAT RENTAL VILLAGE OFFICES	205.45	None
101-260-930-000	ACCT 28473094 VILLAGE MONT	ORKIN PEST CONTROL	MONTHLY PEST BILL JANUARY	127.33	None
Total Department 260 GENERAL ACTIVITIES				8,211.04	
Department: 721 PLANNING AND ZONING					
101-721-801-000	BZA 11.6.25	SMITH, DANIELLE	01-12-2026 BZA MEETING	300.00	None
Total Department 721 PLANNING AND ZONING				300.00	
Department: 751 PARKS AND RECREATION					
101-751-920-000	66 N PARK BLVD	VILLAGE OF LAKE ORION	WATER BILLS Q4 2025	278.49	None
Total Department 751 PARKS AND RECREATION				278.49	
Department: 880 CONTRACT SERV - LEAGAL/ACCTING/ENGINEER					
101-880-811-000	101	BEIER HOWLETT, P.C.	GENERAL MATTERS SERVICES THRU DECEMBE	420.75	None
Total Department 880 CONTRACT SERV - LEAGAL/ACCTING/ENGINEER				420.75	
Total Fund 101 GENERAL FUND				12,041.09	
Fund: 207 POLICE FUND					
Department: 301 POLICE/SHERIFF/CONSTABLE					
207-301-716-001	POLICE PORTION	BLUE CROSS BLUE SHIELD OF	HEALTH COVERAGE FOR SHANK FEB 2025	900.40	None
207-301-716-001	RETIREE HEALTHCARE	BCBSM MEDICARE ADVANTAGE	RETIREE COVERAGE FEBRUARY 2025	917.65	None
207-301-730-000	POLICE PRINTER CONTRACT 56	U.S. BANK EQUIPMENT FINANC	RICOH CONTRACT PAYMENT POLICE PRINTER	110.43	None
207-301-742-000	POLICE AMMUNITION DUTY 9MM	VANCE OUTDOORS, INC.	AMMUNITION PURCHASE 25-26	548.40	None
207-301-742-000	POLICE AMMUNITION PRACTICE	VANCE OUTDOORS, INC.	AMMUNITION PURCHASE 25-26	1,478.95	None
207-301-742-000	5.56 NATO RIFLE AMMUNITION	VANCE OUTDOORS, INC.	AMMUNITION PURCHASE 25-26	440.90	None
207-301-801-000	MEMBERSHIP USAGE FEE OCT-D	OAKLAND COUNTY TREASURER	CLEMIS MEMBERSHIP INVOICE DATE 12/31/	445.25	None
207-301-802-000	PROSECUTIONS INVOICE 11911	BEIER HOWLETT, P.C.	PROSECUTIONS-SERVICES THRU DECEMBER 3	3,537.50	None
207-301-802-000	PROSECUTIONS	BEIER HOWLETT, P.C.	GENERAL MATTERS SERVICES THRU DECEMBE	33.00	None
207-301-807-000	MDC PARTICIPATION FEE OCT-	OAKLAND COUNTY TREASURER	CLEMIS MEMBERSHIP INVOICE DATE 12/31/	1,094.00	None
207-301-807-000	LIVESCAN OCT-DEC 2025	OAKLAND COUNTY TREASURER	CLEMIS MEMBERSHIP INVOICE DATE 12/31/	720.00	None
207-301-807-000	MUG CAPTURE STN MAINT OCT-	OAKLAND COUNTY TREASURER	CLEMIS MEMBERSHIP INVOICE DATE 12/31/	1,000.00	None
207-301-820-000	6 SHIRTS EMBRODERED STALKE	ON DUTY GEAR LLC	CODE ENFORCEMENT UNIFORMS HAMMOND/STA	655.94	None
207-301-932-000	NEW BATTERY 502 - 4 YEAR WA	O'REILLY AUTOMOTIVE, INC.	NEW BATTERY FOR 502	201.12	None

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

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Section 7, Item G.

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 207 POLICE FUND					
Department: 301 POLICE/SHERIFF/CONSTABLE					
207-301-957-002	MENTAL HEALTH TRAIN / SCEN	OAKLAND COMMUNITY COLLEGE/	POLICE TRAINING	175.00	None
Total Department 301 POLICE/SHERIFF/CONSTABLE				12,258.54	
Total Fund 207 POLICE FUND				12,258.54	
Fund: 225 DEPT OF PUBLIC WORKS FUND					
Department: 276 CEMETERY					
225-276-920-000	1060 ORION	VILLAGE OF LAKE ORION	WATER BILLS Q4 2025	343.53	None
Total Department 276 CEMETERY				343.53	
Department: 441 DEPARTMENT OF PUBLIC WORKS					
225-441-716-001	RETIREE HEALTHCARE	BCBSM MEDICARE ADVANTAGE	RETIREE COVERAGE FEBRUARY 2025	3,408.42	None
225-441-920-000	362 CASS	VILLAGE OF LAKE ORION	WATER BILLS Q4 2025	335.59	None
225-441-920-000	362 CASS ACCT# 1030 1701 1	CONSUMERS ENERGY	JANUARY BILL	1,465.78	None
225-441-920-000	333 CASS ST ACT # 1030 170	CONSUMERS ENERGY	JANUARY BILL	0.00	None
Total Department 441 DEPARTMENT OF PUBLIC WORKS				5,209.79	
Total Fund 225 DEPT OF PUBLIC WORKS FUND				5,553.32	
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Department: 260 GENERAL ACTIVITIES					
248-260-920-000	WATER - 118 N BROADWAY	VILLAGE OF LAKE ORION	WATER BILL	350.58	None
248-260-921-000	9100-4095-1824 380 S BROAD	DTE ENERGY	STREET LIGHTS AND ELECTRIC	41.21	None
248-260-921-000	9100-4095-1774 38 S WASHIN	DTE ENERGY	STREET LIGHTS AND ELECTRIC	126.46	None
248-260-921-000	9100-4095-1725 22 SHADBOLT	DTE ENERGY	STREET LIGHTS AND ELECTRIC	399.21	None
248-260-921-000	94100-4095-1659 38 E FLINT	DTE ENERGY	STREET LIGHTS AND ELECTRIC	1,139.16	None
248-260-921-000	9100-4095-1600 491 S BROAD	DTE ENERGY	STREET LIGHTS AND ELECTRIC	183.66	None
248-260-921-000	9200-096-8065-2 24 E FRONT	DTE ENERGY	STREET LIGHTS AND ELECTRIC	19.97	None
248-260-930-002	INV 96958 - 118 N BROADWAY	Darwe1 ENTERPRISES LLC	FLOOR MATS	25.58	None
Total Department 260 GENERAL ACTIVITIES				2,285.83	
Department: 725 ORGANIZATION					
248-725-825-000	CERT # 4615	GREEN HIPPO GIFTS	DOWTOWN DOLLARS	25.00	None
248-725-881-000	INV 102141 - MERCHANDISE	RIGHT HOOK BRANDED MERCHAN	MERCHANDISE	689.00	None
Total Department 725 ORGANIZATION				714.00	
Department: 728 ECONOMIC DEVELOPMENT					
248-728-886-000	INV 102141 - MERCHANDISE	RIGHT HOOK BRANDED MERCHAN	MERCHANDISE	689.00	None
248-728-888-001	INV 25-0006122 - OLM	CHARTER TOWNSHIP OF ORION	ORION LIVING MAGAZINE	1,725.24	None
Total Department 728 ECONOMIC DEVELOPMENT				2,414.24	
Department: 729 PROMOTION					
248-729-885-000	INV I29608 201 S BROADWAY	TURNER SANITATION	PORT O JONS	180.00	None
Total Department 729 PROMOTION				180.00	
Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND				5,594.07	
Fund: 301 DOWNTOWN DEV BOND PROJECT 2023					
Department: 901 CAPITAL OUTLAY					
301-901-950-000	INV I29609 215 S BROADWAY	TURNER SANITATION	PORT O JONS	150.00	None
Total Department 901 CAPITAL OUTLAY				150.00	
Total Fund 301 DOWNTOWN DEV BOND PROJECT 2023				150.00	

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 592 WATER AND SEWER FUND					
Department: 548 SEWER ACTIVITIES					
592-548-801-000	INVOICE 5268	BENDZINSKI & CO.	PROFESSIONAL SERVICES AUDITED SERVICE	1,000.00	None
592-548-801-000	CONTRACT SERVICES	OAKLAND COUNTY WATER RESOU	SEWER MAINTENANCE COSTS	121,717.50	None
			Total Department 548 SEWER ACTIVITIES	<u>122,717.50</u>	
			Total Fund 592 WATER AND SEWER FUND	<u>122,717.50</u>	

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

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Section 7, Item G.

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY FUND ---					
101			GENERAL FUND	12,041.09	
207			POLICE FUND	12,258.54	
225			DEPT OF PUBLIC WORKS FUND	5,553.32	
248			DOWNTOWN DEVELOPMENT AUTHORITY FUND	5,594.07	
301			DOWNTOWN DEV BOND PROJECT 2023	150.00	
592			WATER AND SEWER FUND	122,717.50	
Total For All Funds:				<u>158,314.52</u>	



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: January 26, 2026

TOPIC: Receive and File of Orion Township Building Permit Report from December 15, 2025 to January 15, 2026

RECOMMENDED MOTION:

To receive and file the Orion Township Building Permit Report from December 15, 2025 to January 15, 2026.

Permit #	Address	Category	Applicant Name	Date Issued	Permit Fee
PBV25-062	354 E FLINT ST	Deck	MCCLARREN, DANE	01/05/2026	275.00
PBV25-065	131 N AXFORD ST	Foundation	FOUNDATION RESTORATION	12/16/2025	314.55
PBV25-066	403 S BROADWAY ST	WALL SIGN	LAWRENCE WORDEN	12/30/2025	350.00
PBV26-001	544 LONGPOINTE DR	Demolition	RBC CONTRACTING LLC	01/07/2026	25.00
PEV25-103	437 E FLINT ST	RES. MISC.	JASON J KELTS	12/22/2025	90.00
PEV25-104	630 DETROIT AVE	RES. MISC.	Michael K Andrews	12/22/2025	90.00
PEV25-105	203 PORT SIDE DR	RES. NEW HOUSE GARAGE	RICHARD A. LEE	12/29/2025	745.00
PEV25-106	403 S BROADWAY ST	COMMERCIAL SIGNS, POOLS	LAWRENCE WORDEN	12/30/2025	120.00
PEV25-107	328 W FLINT ST	RES. MISC.	Matthew Bergstrom	12/30/2025	122.00
PEV26-001	367 OAK LN	RES. NEW HOUSE GARAGE	AARON JUSTIN CYRKIEL	01/07/2026	835.00
PEV26-002	146 BELLEVUE AVE	RES. MISC.	JOSEPH E. WEBER	01/12/2026	152.00
PMV25-081	131 N AXFORD ST	RES. MISC.	KHAYKIN, IGOR	12/18/2025	137.00
PMV25-082	30 WASHINGTON ST	RES. MISC.	MARK JOHNSON	12/22/2025	137.00
PMV25-083	437 E FLINT ST	RES. MISC.	JASON J KELTS	12/22/2025	135.00
PMV25-084	630 DETROIT AVE	RES. MISC.	Alexander L Zito	12/22/2025	180.00
PMV25-085	328 W FLINT ST	RES. MISC.	Michael D Bergstrom	12/30/2025	302.00
PMV26-001	94 N NORTH SHORE DR	RES. MISC.	BIGELOW, JOSH	01/02/2026	137.00
PVFA25-002	453 S BROADWAY ST	VILLAGE COMMERCIAL	William J Bledsoe	01/05/2026	320.00

Number of Permits: 18

Population: All Records

Permit.DateIssued Between 12/15/2025 12:00:00 AM AND

1/15/2026 11:59:59 PM AND

Permit.PermitType Contains VILL



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: January 26, 2026

TOPIC: Extend Term and Appointments for Ad Hoc Legal Services Review Committee

BACKGROUND BRIEF:

Legal Services Review Committee Member Amundson is requesting an extension of the Committee term and appointments to the Committee to the second regular meeting in February 2026, to permit the Committee to complete the work charged to it by the Council. The Committee is in the process of negotiating a contract to present back to Council.

SUMMARY OF PREVIOUS COUNCIL ACTION:

10/27/2025 – Council created an Ad Hoc Legal Services Review Committee consisting of three (3) Council members, the Village Manager, and the Chief of Police to establish the criteria for rating legal services firms; review the proposals received on October 22, 2025, and rate each; prepare interview questions and interview firms and rate each firm’s interview presentation; and formulate a recommendation to Council on selection of the most qualified firm no later than the first regular meeting of the Village Council in December 2025.

11/24/2025 – Council approved the extension of term and appointments of the Ad Hoc Committee until January 26, 2026, due to conflicts with scheduling around the holidays.

FINANCIAL IMPACT:

None

RECOMMENDED MOTION:

To extend the expiration of the term of the Ad Hoc Legal Services Review Committee and the appointments thereto from January 26, 2026 Village Council Regular Meeting until February 23, 2026 Village Council Regular Meeting.



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: January 26, 2026

TOPIC: NOTA Delegate Resignation and Appointment(s)

BACKGROUND BRIEF:

The Village of Lake Orion is a Participating Government in the North Oakland Transportation Authority (NOTA), which provides regional transportation services to Addison Township, Orion Township, Oxford Township, and the Villages of Leonard, Oxford, and Lake Orion.

Pursuant to Section III(B)(2) of the Intergovernmental Contracted Services Agreement, each Participating Government is required to appoint Governmental Member(s) to the NOTA Board and may also appoint alternate Governmental Members. Alternate members are authorized to serve as voting members in the absence of the primary representative or when a vacancy exists.

The Village of Lake Orion has previously appointed Council Member Moshier as its primary NOTA representative and Council Member Ford as its alternate representative.

On January 15, 2026, Council Member Moshier notified Village Administration of her need to resign from her role as the Village’s primary NOTA Governmental Member. As a result, action is required to appoint a new primary Governmental Member and, if necessary, designate an Alternate Governmental Member.

Appointing a primary NOTA Governmental Member ensures uninterrupted participation on the NOTA Board, preserves the Village’s voting authority on regional transportation matters, and maintains compliance with the NOTA Intergovernmental Agreement.

FINANCIAL IMPACT:

None.

RECOMMENDED MOTION:

1. To accept the resignation of Council Member Moshier as the Village of Lake Orion’s primary Governmental Member to the North Oakland Transportation Authority (NOTA) Board, effective January 26, 2026.
2. To appoint the following individual: _____, as the primary Governmental Member to the North Oakland Transportation Authority (NOTA) Board, to serve at the pleasure of the Village Council and to act as voting member.

3. To appoint the following individual(s): _____, _____, as Alternate Governmental Member(s) to the North Oakland Transportation Authority (NOTA) Board, to serve at the pleasure of the Village Council and to act as voting member(s) when the primary Governmental Member is absent or when a vacancy exists.

First Amended and Restated Intergovernmental Contracted Services Agreement

between

The Charter Township of Orion
The Charter Township of Oxford
The Township of Addison

and

The North Oakland Transportation Authority

WHEREAS the Charter Township of Orion, a Michigan municipal corporation (“Orion”), the Charter Township of Oxford, a Michigan municipal corporation (“Oxford”), the Township of Addison, a Michigan municipal corporation (“Addison”)(referred to as “Contracting Governments”) and the North Oakland Transportation Authority, Inc. (“NOTA”), a Michigan non-profit corporation, entered into an Intergovernmental Agreement (“Agreement”) on March 30, 2018 for the provision of transportation services in the municipalities; and

WHEREAS, the Agreement was for the provision of transportation services in the municipalities for all persons classified as being a resident of Orion Township, Oxford Township or Addison Township being age 60 or over, disabled, or low income qualified residents who meet the low income standards of up to 150% of the poverty guidelines as set annually by the health and human standards or are classified as limited clientele or entitled to presumed benefits under Federal Community Development Block Grant (CDBG) regulations for all persons qualifying for Temporary Assistance to Needy Families (TANF) in accordance with State of Michigan funding, available through the Michigan Department of Transportation (MDOT) for disabled persons, and for any and all other persons the participating municipalities deemed appropriate; and

WHEREAS, The Michigan Constitution of 1963, Article 7, Section 28, permits a political subdivision to exercise jointly with any other political subdivision any power, privilege, or authority which such political subdivisions share in common with each other and which each might lawfully exercise separately; and

WHEREAS, one lawful mechanism to join political subdivisions to allow for the parties to exercise a power jointly is by Interlocal Agreement; and

WHEREAS, the Urban Cooperation Act of 1967, Act 7 of 1967, being MCL 124.501 et. seq. ("Act"), provides the legal process and the authorization for an Interlocal Agreement in Michigan; and

WHEREAS, the Act defines "Interlocal Agreement" at MCL 124.502(a) and that definition is adopted in full by reference herein; and

WHEREAS, each unit of government participating in this Interlocal Agreement is a local unit of government as defined in the Act at MCL 124.502(b); and

WHEREAS, each unit of government participating in this Interlocal Agreement is a "Public Agency" as defined in the Act at MCL 124.502(e); and

WHEREAS, under the Act, a Public Agency may exercise jointly with another Public Agency, any power, privilege, or authority that the participating Public Agencies share in common and that each participating Public Agency might exercise separately; and

WHEREAS, under the Act, a joint exercise of power under the Act shall be made by a contract in the form of an Interlocal Agreement that is otherwise consistent with the requirements under the Act; and

WHEREAS, the participating units of government named herein now wish to approve, adopt and become parties to this Agreement in the form of an Interlocal Agreement consistent with the rights set forth in the Act and the terms and provisions set forth in this Agreement. Each participating unit of government herein agrees that a decision

enter into this Agreement shall be by a majority vote of that unit of government's legislative body with a public hearing under MCL 124.505a(3) of the Act consistent with the Open Meetings Act; and

WHEREAS the Contracting Governments anticipated the Townships adequately represent the Villages contained within their boundaries for the purposes of this Agreement; and

WHEREAS, the Contracting Governments expect the participation of the Village of Leonard, the Village of Lake Orion, and the Village of Oxford in this Agreement to the limited extent that the Villages of Leonard, Lake Orion, and Oxford plan to contribute their Suburban Mobility Authority for Regional Transportation (SMART) municipal credits to the NOTA Transportation Fund defined under Section VII of this Agreement and to provide representatives for the NOTA Governing Board; and

WHEREAS the Contracting Governments agree to contribute to the NOTA Transportation Fund as well as Suburban Mobility Authority for Regional Transportation (SMART) municipal credits making transportation available to eligible persons described above as set forth below; and

WHEREAS the Agreement provided the term of the Agreement was for eight (8) years which term ends on December 31, 2025; and

WHEREAS the Agreement provides that the Contracting Governments may, at the time for expiration of the Agreement, agree in writing to extend the term of it; and

WHEREAS Oakland County passed a ten (10) year Transit Millage running from 2022 through 2032; and

WHEREAS Oakland County has contracted with NOTA to provide transportation services to all residents in Orion, Oxford, and Addison Townships along with Independence, Springfield, and Brandon Townships, and the City of the Village of Clarkston, which increases the service area for transportation services being provided by NOTA; and

WHEREAS the Contracting Governments and NOTA desire to amend and restate the Agreement for an additional eight (8) year term and provide changes and modifications to the Agreement as set forth herein.

NOW THEREFORE, the Contracting Governments and NOTA agree to this First Amended and Restated Intergovernmental Services Agreement ("First Amended Agreement) and the Village of Leonard, the Village of Lake Orion and the Village of Oxford agree to participate in this Intergovernmental Contracted Services Agreement with NOTA to the extent described below along with all the terms and conditions set forth below:

I. PURPOSE

To provide transportation services for Eligible Persons in the Service Area.

II. DEFINITIONS

A. CDBG – Community Development Block Grant (a Federal Program).

B. Contracting Governments – Township of Addison, Charter Township of Orion, and Charter Township of Oxford.

C. "Cumulative Historical Contributions" means the documented cash contributions, documented municipal in-kind contributions, identified SMART credits applied on behalf of a Contracting Government, and capital asset contributions (including vehicles) made by a Contracting Government.

D. Eligible Persons – all residents of Orion, Oxford or Addison, Independence, Springfield and Brandon

Townships, and the City of the Village of Clarkston for transportation services. Notwithstanding eligibility, priority of shall be given to those residents that are either persons with disabilities, aged 55 or over, persons classified as having low or moderate income, classified as limited clientele or entitled to presumed benefits under Federal Community Development Block Grant regulations, for all persons qualifying for Temporary Assistance to Needy Families (TANF) in accordance with State of Michigan guidelines for grant funding available through the Michigan Department of Transportation (MDOT), , veterans, for other transit-dependent persons and for any and all other persons the Contracting Governments deem appropriate with trip fulfillment at the discretion of NOTA, and subject to NOTA's capacity to accommodate trips. NOTA shall not change trip priority rules or materially reduce service to the Contracting Governments that would reduce service below historical average levels without 90 days' written notice to the affected Contracting Governments and the written approval of those Contracting Governments.

- E. Participating Governments – Township of Addison, Charter Township of Orion and Charter Township of Oxford including the Villages of Leonard, Lake Orion, and Oxford.
- F. County Millage Governments- Township of Independence, Township of Springfield, Township of Brandon, and the City of the Village of Clarkston.
- G. Service Area – the area in which the users of the Transportation System must live in order to receive service and is defined by the boundaries of Addison, Orion and Oxford, Independence, Springfield and Brandon Townships and the incorporated areas of those Townships, and the boundaries of the City of Village of Clarkston and, as capacity allows residents of bordering Oakland County communities, coordinating transfers with partner providers (including but not limited to WOTA, OPC, SMART) and those areas as may be provided by separate contract with non-participating governments pursuant to the approval of the Contracting Governments.
- H. Transportation Service – the transportation service created by this Agreement.

III. GOVERNING BODY COMPOSITION

- A. The governing body of the North Oakland Transportation Authority (NOTA) shall be the NOTA Board.
- B. The NOTA Board shall be composed as follows:
 1. Nine members shall consist of members of the Township Boards and Village Councils of the Participating Governments, respectively “Governmental Members”. The Townships of Addison, Orion, and Oxford – two (2) members each. The Villages of Leonard, Lake Orion and Oxford – one (1) member each.
 2. The Governmental Members of the NOTA Board shall be appointed by the respective legislative body of each of the Participating Governments for four-year terms for Township Members and two-year terms for Village Members following the election for said Township and Village officials. Each Governmental Member shall serve at the pleasure of the appointing legislative body and may be removed for cause by that legislative body. The Participating Governments shall also appoint Alternate Governmental Members. Such Members appointed pursuant to this Section may serve as a voting Governmental Member at any time the primary Governmental Member is absent or when a vacancy exists in their seat on the Board.
 3. In the event of a vacancy in one of the seats allocated to a Governmental Member on the NOTA Board, the legislative body of the Participating Government selecting such Member shall fill the vacancy for the unexpired term.

4. Once the nine Governmental Members have been appointed, they may appoint up to three (3) additional voting members of the NOTA Board (“Non-Governmental Members”). Each Non-Governmental Member shall serve for a term of one (1) year which may be renewed at the discretion of the Governmental Members.
 5. The Governmental Members and the Non-Governmental Members shall together compose the entire NOTA Board.
 6. The NOTA Board may appoint any number of non-voting Advisory Members.
- C. Within thirty (30) days after each Participating Government signs this Agreement, each Participating Government shall select its representatives on the NOTA Board to serve for the terms provided above.

IV. NOTA OFFICERS

- A. The Chairperson of the NOTA Board shall be the presiding officer. Except as otherwise provided, the Chairperson shall not have any executive or administrative functions other than as a member of the NOTA Board.
- B. The Vice-Chairperson shall perform the duties of the Chairperson in the absence or disability of the Chairperson. The Vice-Chairperson shall have such other powers and perform such other duties as may be prescribed by the Board or by the NOTA Bylaws.
- C. The Secretary shall keep or cause to be kept a book of minutes as the principal office of NOTA or such other place as the Board may order. The minutes shall contain the proceedings of all meetings of the Board with the time and place of holding whether regular or special, and if special, how authorized, the notice given, the names of those present at the Board meetings and the proceedings.

The Secretary shall give or cause to be given notice of all meetings of the Board required by the NOTA Bylaws or by law to be given. The Secretary shall have such other powers and perform such other duties as may be prescribed by the Board or by the NOTA Bylaws. The Secretary shall perform the duties of the Chairperson in the absence or disability of both the Chairperson and the Vice-Chairperson.

- D. The Treasurer shall keep or cause to be kept all financial records at the principal office of NOTA or such other place as the Board may order. The Treasurer shall make regular reports of the receipt and disbursement of all funds and the financial status of NOTA and cause the books and records of NOTA to be audited on an annual basis. The Treasurer shall have such other powers and perform such other duties as may be prescribed by the Board or by the NOTA Bylaws.
- E. In the case of temporary absence or disability of any officer, the Board may appoint another member to act in his or her stead.
- F. The officers of the NOTA Board shall have such powers and duties as conferred by the NOTA Board.

V. NOTA BOARD MEETINGS

- A. If the NOTA Board elects to have regular meetings, these meetings shall be held at such time and place as shall be prescribed by resolution of the NOTA Board and in accordance with the Open Meetings Act, being Act 267, Public Acts of 1976, as amended.
- B. The NOTA Board shall meet as necessary but not less than six (6) times a year with the date, place and time of each meeting pre-determined by the Board and sent out in written form as may be approved by the Board to ensure proper notification.

- C. At each organizational meeting, held every two (2) years in December of even-numbered years, the NOTA Board shall elect a Chairperson, Vice-Chairperson, Secretary and Treasurer who shall be members of the NOTA Board. These officers shall serve until the next organizational meeting or until their respective successors shall be selected and qualify.
- D. Special meetings may be called by the Chairperson or any two (2) voting members by serving written notice at least eighteen (18) hours in advance of the time, place and purpose of the special meeting to each member of the Board.
- E. Each voting NOTA Board member shall have one (1) vote.
- F. At all meetings, the Board shall act by motion or resolution. For the passage of any resolution including the execution of any contract, there shall be required a majority vote of all the members of the Board. For all other matters, a vote of a majority of the members present at any meeting at which a quorum is present shall be sufficient for passage.
- G. The NOTA Board shall keep a record of its minutes which shall be signed by the Secretary. All votes concerning financial matters and resolutions of the Board shall be conducted by roll call vote. All other votes shall be “yeas” and “nays” except that where the vote is unanimous, it shall only be necessary to so state.

VI. SPECIFIC POWERS OF NOTA BOARD

The NOTA Board shall have the following specific powers:

- A. The NOTA Board shall have such powers, responsibilities, duties and limitations as specified in NOTA’s Articles of Incorporation and Bylaws governing the procedures and affairs of the transportation service which are not in conflict with the terms of this Agreement and subject to any applicable laws, regulations and/or grant restrictions.
- B. The NOTA Board may hire a Director to manage the day-to-day affairs of NOTA on behalf of the Board, and who shall have such duties and responsibilities as designated by the Board.
- C. The NOTA Board shall prepare, approve and submit to the Contracting Governments for approval an annual budget covering the proposed expenditures to be made for operating the transportation services and the allocation of each Participating Government’s funds in order to meet that budget for the next fiscal year.
- D. The Budget shall contain an allocation for petty cash and minor expenditures above other contemplated expenditures. The Treasurer, Chairperson, Vice-Chairperson, and Executive Director shall have the authority to authorize minor expenditures with a dollar limit on expenditures as set by the Board. Such expenditures shall be done on NOTA credit or will be reimbursed to the payer upon providing a receipt or bill for the item or service. All bills shall be itemized and approved by the Board at a regular meeting.
- E. In extraordinary circumstances or emergency situations, the NOTA Board shall have the ability to apply to the Participating Governments for additional monies to be contributed to the NOTA Transportation Fund defined in Section VII. This sub-section in no way obligates the Participating Governments to transfer additional monies to NOTA above their yearly obligation described in Section VII A without the approval of each Participating Government.
- F. The NOTA Board is without authority or power to commit any Contracting Government to any transportation service or other obligation which would incur a debt and/or other financial responsibility beyond that provided for in the budget approved pursuant to Section VI C without the authorization of

each Contracting Government.

- G. The NOTA Board shall have the right to establish rules, procedures and regulations for the use of any service provided by this Agreement, provided, however, that if the service is located exclusively within the jurisdiction of one of the Participating Governments, then such rules and regulations shall not become effective unless approved by the legislative body of said Participating Government.
- H. Services provided on a contractual basis to a non-Participating Government shall be governed by agreed upon terms within such a contract subject to mutually agreed upon charges as may be approved by the NOTA Board and the Contracting Governments.
- I. The NOTA Board shall have the responsibility to manage all transportation funds including the investment of funds not needed for immediate use, and to hire and dismiss employees including drivers, dispatchers as determined by the NOTA Board.
- J. The NOTA Board shall have all such other powers as will be necessary to accomplish the duties contained within this Agreement and to conduct the business of the transportation service.

VII. FUNDING

- A. Contributions to the NOTA Transportation Fund by the Participating Governments shall be suspended for such time as the County Millage is in place unless otherwise agreed to in writing by each Participating Government by separate agreement which shall state the amount and types of each Participating Governments contribution amount. Notwithstanding any suspension of periodic contributions while the County Millage is in place, the determination of each Contracting Government's proportional share for purposes of asset distribution, allocation on dissolution, or other retrospective adjustments shall be based on Cumulative Historical Contributions made by the Contracting Governments to date, unless otherwise agreed in writing by the affected Contracting Governments. For avoidance of doubt, Cumulative Historical Contributions shall be supported by NOTA's audited financial statements as described in Section VII.C.

1. The Contracting Governments shall contribute to the NOTA Transportation Fund ("Fund") the following:
 - a. A portion of all Community Development Block Grant ("CDBD") funds available to provide transportation services to eligible persons.
 - b. Transportation-to-Work and/or TANF grant funds available to provide transportation services to eligible persons.
 - c. SMART Municipal Credit Funds.
 - d. Other available grant funds that provide transportation services to eligible persons.
 - e. General fund monies from each Contracting Government in an amount approved by each Contracting Government to provide transportation services to eligible persons.
2. The NOTA operating budget for the coming year shall then be allocated based on these two percentages.
3. The calculation and operating budget allocation shall be done by August each year and presented to the NOTA Board for approval at the next meeting. The approved budget allocation figures shall be forwarded to the Contracting Governments no later than September 22 of each year.

4. The Villages of Leonard, Lake Orion and Oxford and the County Millage Governments, in order to participate in the transportation services available under this Agreement, shall contribute SMART Municipal Credits and may also contribute additional funds as determined by each Village government and each County Millage Government to the NOTA Transportation Fund.
 5. Millage Revenue dedicated to NOTA received from local millage elections.
- B. This Fund shall be managed by the NOTA Board. The monies contributed to this Fund shall pay for maintenance, insurance, fuel, wages, purchase of additional transportation vehicles, dispatching costs, other operating and administrative costs of the transportation service and other operational, administrative and other general costs of the NOTA Board.
- C. The monies contributed to this Fund shall be deposited into a financial institution(s) of the Treasurer's choosing subject to NOTA board prior approval. All withdrawals from this Fund will require the signatures of two (2) members the NOTA Board as designated by the Board or the Executive Director of NOTA and one (1) member the NOTA Board as designated by the Board.
- D. NOTA may proceed to obtain and use state, federal and private grants and other donations available to it as well as monies received from contracts for transportation services as long as the grant and other donations or contracts or limitations or restrictions thereon do not conflict with the other provisions of this Agreement or the constitutional or statutory limitation of the Participating Governments.

VIII. **PROPERTY ACQUISITION**

- A. Any purchase of equipment to be used for Transportation Service for those Eligible Persons for whom CDBG funding is available shall be made in accordance with the bid procedures adopted by the Contracting Governments according to regulations at 24 CFR 85.36, entitled "Administrative Requirements for the Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments". If the Contracting Governments' procedures conflict with 24 CFR 85.36 in any way, the procedures set forth in the CFR shall be followed. All applicable Federal, State and local laws, regulations, rules, policies and procedures shall be adhered to, as each funding source requires.

IX. **VEHICLES**

- A. NOTA will carry all applicable insurance costs including liability associated with injuries to persons or property which could result from the use of each van in the amount of Five Million Dollars (\$5,000,000.00) per occurrence and a Ten Million Dollar (\$10,000,000) Excess/Umbrella policy along with any required endorsements as may be required by the terms of any grant program or contract.
- B. When NOTA determines that a vehicle, purchased in with Section VIII may no longer be used for transportation services under this contract, the vehicle shall be disposed according to the appropriate rules and/or regulation that is applied by the funding source.

X. **VEHICLE SERVICE RESTRICTIONS**

- A. Any **vehicle** purchased with CDBG program funds (in accordance with Section VIII A) shall only be used to provide transportation service for persons classified as having low or moderate income, classified as limited clientele or entitled to presumed benefits under Federal CDBG regulations. This restriction shall only apply to the vehicle purchased with CDBG program funds or other vehicles purchased with CDBG program funds. (This section mandated by CDBG program.)

1. In order to ensure that the service is used by persons classified as having low or moderate income, classified as limited clientele or entitled to presumed benefits under Federal CDBG regulations, the van shall contain a sign-in sheet for all users to enter their name, whether they are a senior citizen or

disabled, and address. NOTA may adopt additional procedures in order to ensure that those being served by vehicles being purchased with CDBG program funds are persons classified as having low or moderate income, classified as limited clientele or entitled to presumed benefits under Federal CDBG regulations. (This section is mandated by CDBG program.)

2. NOTA, with the approval of the Contracting Governments, may refund the CDBG portion of the current fair market value of the van to the CDBG program in order to expand service to other individuals besides those persons classified as having low or moderate income, classified as limited clientele or entitled to presumed benefits under Federal CDBG regulations. (This section is mandated by CDBG program.)
- B. Any vans purchased in accordance with Transportation-to-Work Contract funds (in accordance with Section VIII B) shall only be utilized to provide transportation service to TANF recipients and other transit-dependent individuals in accordance with the appropriate Sections and Attachments of the Transportation-to-Work Contract.
 - C. Any vehicle not purchased with CDBG funding or with Transportation-to-Work Contract funds need not comply with the service restrictions set forth in this Section.
 - D. NOTA, per the NOTA Board, may charge fees for the transportation service; however, no fee shall be set so as to prevent low-income and targeted users from using the service. The fee charged shall not provide a profit to NOTA or to the Participating Governments.

XI. STORAGE AND SECURITY OF VEHICLES

- A. Vehicles purchased according to the provisions set forth in Section VIII shall be stored in a place designated by NOTA.,
- B. NOTA may adopt such additional procedures it determines necessary to ensure the safety and security of the transportation vehicles.

XII. MUTUAL OBLIGATION

The Participating Governments agree to follow all regulations set forth in the Americans with Disabilities Act of 1991 (ADA) and any subsequent amendments. NOTA will operate the transportation services in accordance with ADA guidelines.

XIII. TERM AND TERMINATION, EXTENSION, WITHDRAWAL OF GOVERNMENTS

- A. The term of this First Amended Agreement is for an eight (8) year period commencing on _____, (“Effective Date”) through December 31, 2033. A Contracting Government may not withdraw before the end of a current fiscal year of NOTA for which NOTA has an approved budget. Notice of withdrawal should occur at least ninety (90) days before the end of NOTA’s then current fiscal year. The Village of Leonard, the Village of Lake Orion, and/or the Village of Oxford may decline representation on the NOTA Board with ninety (90) days notice to the other Participating Governments.
- B. This Agreement shall be reviewed by members of the NOTA Board in December of even-numbers years to ensure it continues to meet the needs of the Participating Governments or the next regularly scheduled meeting.
- C. In the event that one of the Participating Governments withdraws pursuant to this Section XIV, the Contracting Governments shall amend this Agreement as appropriate to reconfigure the composite membership of the NOTA Board and reallocate the obligations under this Agreement to reflect the

withdrawal of this Participating Government.

- D. In the event one of the Contracting Governments withdraws pursuant to this Section XIV, then residents of that Contracting Government shall no longer be eligible to receive transportation services from NOTA. However, residents of that Contracting Government who are clients of an organization that provides funding to NOTA shall be eligible to receive transportation services as long as that funding remains.
- E. If additional municipalities join this Agreement their representation on the NOTA Board shall be as follows: Township – two (2) members; Villages – one (1) member. In order to maintain representation, a Participating Government must contribute funds to the NOTA budget as determined by the adopted funding formula.
- F. The Contracting Governments and Participating Governments may, at the time for expiration of this Agreement, agree in writing to extend the term of it.

XIV. DISSOLUTION OF NOTA AND DISTRIBUTION OF ASSETS

- A. In the event enough of the Contracting Governments withdraw from NOTA pursuant to Section XIV so that NOTA is not able to be a viable entity, the vehicles of NOTA shall be distributed as follows:
 1. Any vehicles obtained through a grant of any type shall be returned to the granting organization. The remaining vehicle, if any, shall be allocated to the Contracting Governments in the same proportion as the most recent funding allocation.
 2. If the proportioning results in partial vans, the Contracting Governments may agree among themselves on how to allocate those vans, or the Contracting Governments may agree to sell those vans and apportion the results funds.
 3. For purposes of Sections XIV.A and XIV.B, distribution of vehicles, proceeds or remaining funds shall be made in accordance with each Contracting Government's Cumulative Historical Contributions, except for grant-restricted assets which shall be handled per the applicable grant terms and Oakland County provided assets.
- B. In the event of dissolution of NOTA, the Contracting Governments shall set aside sufficient funds to pay all employees the monies due them as well as any outstanding debts. The remaining funds, if any, shall be returned to the Contracting Governments in the same proportion as the most recent funding allocation.
- C. The NOTA Board shall give notice to the Participating Governments and to all funding agencies and to clients of the intention to dissolve. Such notice shall be given at least sixty (60) days before NOTA is dissolved.

XV. LIMITATION OF LIABILITY

The Contracting Governments (Addison Township, Orion Township and Oxford Township) and NOTA agree to indemnify, defend and save harmless each other, their supervisors and Board, officials, officers, employees, individually and collectively from all losses, claims, suits, demands, expenses, subrogation, attorney's fees or actions of any kind and nature arising or alleged to have arisen out of the breach of the duties of the respective Townships and/or NOTA to be performed hereunder to the extent not otherwise covered by insurance.

XVI. QUORUM

At least a majority of the members of the NOTA Board with a minimum of one (1) elected representative from each Township member shall be required for a quorum.

XVII. MISCELLANEOUS PROVISIONS

A. All notices hereunder and communications with respect to this Agreement shall be effective upon the mailing thereof by registered or certified mail, return receipt requested, postage prepaid and addressed to the following:

Supervisor
Addison Township
1440 Rochester Road
Leonard, MI 48367

Supervisor
Charter Township of Orion
2323 Joslyn Road
Lake Orion, MI 48360

Supervisor
Charter Township of Oxford
300 Dunlap Road
Oxford, MI 48371

Director
North Oakland Transportation Authority
675 S. Glaspie Street
Oxford, MI 48371

or such other address as any party shall designate by written notice.

- B. If one of the Participating Governments has an issue or complaint that has not been or cannot be resolved through the administrative channels, that Government may bring that issue or complaint before the NOTA Board for resolution. The NOTA Board shall work with the Participating Government and other parties as necessary to develop an appropriate resolution process, such as a corrective action plan, with acceptable and mutually agreeable timeframes to accomplish said correction action.
- C. The omission of the performance or failure to render any services contemplated by this Agreement because of an act of God, inevitable accident, fire, lockout, strike or other labor dispute, riot or civil commotion, act of public enemy enactment, rule or act of government or governmental instrument or instrumentality (whether Federal or State), failure of equipment or facilities not due to inadequate maintenance shall not constitute a breach of this Agreement or failure of performance by the Contracting Governments or NOTA; provided however, that they shall not be obligated to make payment to NOTA with respect to any services not actually rendered by NOTA due to any cause contemplated in this paragraph.
- D. If any term or provision of the Agreement shall to any extent be held invalid or unenforceable by a Court of competent jurisdiction it shall be severable and the remaining terms of this Agreement shall not be affected and shall be fully enforceable.
- E. This Agreement and all obligations upon the parties arising there from shall be subject to all budget laws and other state and local laws and regulations.
- F. Upon and after its effective date, this Agreement shall supersede all prior intergovernmental agreements between the Contracting Governments on the same subject.
- G. This Agreement may be modified only by resolution adopted by the governing body of each Contracting Government. Such amendments shall take effect immediately after adoption by all Contracting Governments.
- H. The parties hereby agree that this written Agreement constitutes the complete Agreement.
- I. The Contracting Governments and NOTA shall endeavor to keep themselves fully informed of all

existing and future Federal, State, and local laws, ordinances and regulations that may in any manner affect the fulfillment of this Agreement and to keep each other fully informed on these matters. Neither the Contracting Governments nor NOTA shall assign any rights acquired hereby nor mortgage this Agreement without first obtaining the written consent of the other parties which may be withheld for good cause stated.

XVIII. ADDING GOVERNMENTAL MEMBERS

- A. This Agreement may be modified at any time so as to permit any city, village, township or charter township to become a member of the NOTA Board if such modification is adopted by resolution of the governing body of each such municipality proposing to become a member, and if such modification is adopted by resolution of the governing body of each Contracting Government.
- B. If a municipality, pursuant to Paragraph A of this Article becomes a voting member of the NOTA Board, that municipality shall be obligated to pay for its proportionate share of the NOTA Transportation Fund described in Section VII to include the costs of service expansion to that municipality. The joining municipality's proportionate share may also be partially made in NOTA-designated improvements to the system.

XIX. AMENDMENTS

This First Amended Agreement may be amended by the written approval of the governing body of each Participating Government to the proposed amendment. Such amendment shall not take effect until approved by all Participating Governments.

XX. EFFECTIVE DATE

This First Amended Agreement shall become effective upon the signing of it by the designated representative of each of the Participating Governments and NOTA below. If a currently Participating Government decides not to sign this Agreement, then the Agreement shall be re-drafted excluding that Participating Government.

IN WITNESS THEREOF, Addison Township, the Charter Township of Orion, the Charter Township of Oxford, the Village of Leonard, the Village of Lake Orion, the Village of Oxford and the North Oakland Transportation Authority by authorized officials have executed this Agreement on the _____, 2025.

CHARTER TOWNSHIP OF ORION

By _____
Chris Barnett
Township Supervisor

CHARTER TOWNSHIP OF OXFORD

By _____
Jack Curtis
Township Supervisor

TOWNSHIP OF ADDISON

By _____
Bruce Pearson
Township Supervisor

VILLAGE OF LAKE ORION

By _____
Teresa Rutt
Village Council President

VILLAGE OF OXFORD

By _____
Kelsey Cooke
Village Council President

VILLAGE OF LEONARD

By _____
William Moore
Village Council President

NORTH OAKLAND TRANSPORTATION AUTHORITY

By _____

Summary of Boards of Commissions and Committees					
Board/Commission/Committee	Number of Representatives	Currently Serving	Meeting date	Meeting time	Meeting Location
Downtown Development Authority (DDA)	Village Council President	Teresa Rutt	3rd Tuesday of Month	6:30 PM	Village Hall
Planning Commission	1 Council Member in addition to Village Council President	Teresa Rutt, Mike Lamb	1st Monday of the month	6:30 PM	Village Hall
Parks & Recreation Advisory Committee	1 Council Member	George Dandalides	4th Tuesday of the month	6:30 PM	Sept-Oct Village Hall; April - August: Different Park each month; No meetings Nov. -Feb
Orion Community Cable Communications Commission	2 Council Member	Eric Papacek, Nancy Moshier	2nd Thursdays of even months	7:00 PM	ONTV Studio 1349 Joslyn (Orion Community Center)
Paint Creek Trailways Commission	1 Representative; 1 Alternative	Stan Ford, Alex Comparoni (A)	3rd Tuesday of each month	7:00 PM	Either the Paint Creek Cider Mill, or the City of Rochester Municipal Offices
North Oakland Transportation Authority (NOTA)	1 Representative 1 Alternate	Nancy Moshier, Stan Ford (A)	3rd Thursday of each month	4:30 PM, 5:30PM starting 12/18/2025	Rotate between Lake Orion Village Offices, Orion Township, NOTA Business, Oxford Village Offices, Oxford Township and Addison Township
Southeast Michigan Council of Government (SEMCOG)	1 Delegate; 1 Alternate	Stan Ford (D), Alex Comparoni (A)	General Assembly meets 3 times a year (Oct, June, Mar)	late afternoon	At locations throughout the region