



AGENDA

SPECIAL MEETING OF THE VILLAGE COUNCIL- ADMINISTRATIVE HOURS/INCLEMENT WEATHER POLICY

Monday, September 22, 2025

5:30 PM

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

(248) 693-8391 ext. 102

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

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

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

3. Call to the Public
4. Other Items
 - A. Review Village Hall Administrative Office Hours
 - B. Review Village Hall Inclement Weather Closing Policy
5. Call to the Public
6. 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: September 22, 2025

TOPIC Review Village Hall Administrative Office Hours

BACKGROUND BRIEF:

Council is scheduled to discuss Village Hall administrative office hours. Council identified this item as a priority in its 2025-26 Council goals and objectives.

Council approved a change to a four-day schedule in July 2022 upon the recommendation of Interim Village Manager Wayne O’Neal in an effort to improve customer service and to accommodate the levels and schedules of full-time and part-time office personnel. Attached is the background brief and summary minutes from the July 25, 2022, meeting for the information of Council. Also attached are the meeting minutes from the July 28, 2025, work session meeting for the information of Council.

SUMMARY OF PREVIOUS COUNCIL ACTION:

06/09/2025 – Council adopted its FY 2025-26 goals and objectives, which includes the following goal and objective: Goal 4: Promote a Positive Community Image - Objective 4.1: Providing services to the community – Review administrative office hours and the inclement weather closing policy.

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

07/28/2025 – Council discussed the current four-day office hours and whether to transition to a five-day schedule. No action taken. Village Manager will develop scheduling proposals for a future work session.

FINANCIAL IMPACT:

None

RECOMMENDED MOTION:

None



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: July 25, 2022

TOPIC: Village Office Hours

BACKGROUND BRIEF: In an effort to provide better service to the public and addressing staff coverage of the Administrative offices, the Administration is recommending changing the Village office hours from 7:00 AM to 4:30 PM Monday - Thursday and closed on Friday, effective August 1, 2022.

This will add an additional two hours in the morning for customers to transact business at the Village who otherwise are unable to because of their schedule. In addition, the four-day work week will provide additional staff coverage, especially with absences due to vacation and illness.

SUMMARY OF PREVIOUS COUNCIL ACTION:

FINANCIAL IMPACT:

RECOMMENDED MOTION: To authorize changing the Village Administration Office Hours from 9:00 AM to 4:30 PM Monday through Friday to 7:00 AM to 4:30 PM Monday through Thursday and Administrative Offices be closed on Friday.

1. Village Office Hours

RESULT: ADOPTED [UNANIMOUS]
MOVER: Sarah Luchsinger, Teresa L Rutt
SECONDER: Bradley Mathisen, Council Member
AYES: VanPortfliet, Narsh, Hobbs, Lamb, Luchsinger, Mathisen, Rutt

RESOLVED: To authorize changing the Village Administration Office Hours from 9:00 AM to 4:30 PM Monday through Friday to 7:00 AM to 4:30 PM Monday through Thursday and Administrative Offices be closed on Friday and direct the Village Manager to notify the Village residents and businesses of the change in hours.

8. Approval of Agenda

1. Motion to add Agenda Item 10.B.4 - Proclamation - Village Manager

RESULT: ADOPTED [UNANIMOUS]
MOVER: Kenneth VanPortfliet, President
SECONDER: Michael Lamb, Council Member
AYES: VanPortfliet, Narsh, Hobbs, Lamb, Luchsinger, Mathisen, Rutt

2. Motion to add Agenda Item 10.B.5 -Discussion - Ordinance regarding Boats on Lake Orion

RESULT: ADOPTED [UNANIMOUS]
MOVER: Kenneth VanPortfliet, President
SECONDER: Teresa L Rutt, Council Member
AYES: VanPortfliet, Narsh, Hobbs, Lamb, Luchsinger, Mathisen, Rutt

3. Motion to add Agenda Item 10.B.6 Discussion regarding Lake Orion Drawdown

RESULT: ADOPTED [6 TO 1]
MOVER: Michael Lamb, Council Member
SECONDER: Teresa L Rutt, Council Member
AYES: Narsh, Hobbs, Lamb, Luchsinger, Mathisen, Rutt
NAYS: Kenneth VanPortfliet

From: George Dandalides <dandalidesg@lakeorion.org>
Sent: Wednesday, July 23, 2025 10:23 PM
To: Sonja Stout <stouts@lakeorion.org>
Subject: Fw: Preparation for July 28 Work Session Meeting - Village Office Schedule

Good evening Sonja,

The following is my response to Darwin's request. He has asked that we submit our responses to you.

I have received multiple comments regarding the village office hours. They have come from residents as well as other customers. So, not only residents, but multiple from the Township personnel and from the DDA, for example. The issue comes down to availability during normal business hours, which includes every weekday. The issue became very obvious to me during my campaign for council. As I spoke with residents, this came up multiple times. I can also tell you no one ever commented that the village offices were open an hour earlier as a plus. Additionally, I find it an issue for me for multiple reasons. The following are some of my thoughts:

- We need to keep in mind we are operating a "service" to residents. Providing service means operating for and at the convenience of our customers. Priority should be on their convenience, not ours.
- Many people will take a Friday off to run errands or do some of the types of things that might bring them to village hall. This could include getting a fence permit, park pass, dock pass, ask questions pertaining to ordinances or village policies. Currently, our offices would be closed.
- Our four-day availability compounds when holidays fall in the same week, depending on the day. This was the case during the week of June 16th. We were closed on Thursday June 19th, and also Friday, creating a three-day week. I believe we had (or have) similar situations around the January 1 holiday, the July 4 holiday, Christmas, and new year, all this calendar year.
- This has been brought up multiple times by members of council and planning commission regarding meeting packet availability on Thursdays. With our offices closed on Fridays, staff availability for questions and preparation for Monday meetings can be an issue.

In my mind, we should be focusing our energy on arriving at a solution that promotes customer convenience and considers the work/life balance of our staff, not questioning the validity of the request made my council. For example, if we assume we are offering a convenience to our customer by being open that hour earlier and a similar convenience by being open on Fridays, but there are benefits to our staff by having a four-day work week, why wouldn't we propose a flex schedule where part of the staff works Monday-Thursday, and the other part works Tuesday-Friday. Something like this could be the win-win! I can

also think of other solutions. I am confident that our discussion on Monday will focus on solutions and not be spent attempting to justify our current schedule.

Thanks,

George

From: Stan Ford <fords@lakeorion.org>

Sent: Monday, July 21, 2025 1:00 PM

To: Sonja Stout <stouts@lakeorion.org>

Subject: Fw: Preparation for July 28 Work Session Meeting - Village Office Schedule

Good morning Sonja,



In response to Darwins questions regarding our office hours, I have not recieved any specific complaints, other than the few that have been part of our public comments at our council meeting.

Thanks,
Stan

Oakland County Municipalities' Office Hours

Municipality	Monday	Tuesday	Wednesday	Thursday	Friday	Census 2020
Addison Township	8:30-5:00	8:30-5:00	8:30-5:00	8:30-5:00	7:30-4:00	5879
Leonard Village	closed	9:00-2:00	9:00-2:00	9:00-2:00	closed	377
Auburn Hills City	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	8:00-12:00	24,360
Berkley City	8:30-5:00	8:30-5:00	8:30-5:00	8:30-5:00	8:30-5:00	15,194
Birmingham City	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	21,813
Bloomfield Hills City	7:30-4:30	7:30-4:30	7:30-4:30	7:30-4:30	8:30-4:30	4,460
Bloomfield Township	7:00-5:00	7:00-5:00	7:00-5:00	7:00-5:00	closed	44,253
Brandon Township	8:30-5:00	8:30-5:00	8:30-7:00	8:30-5:00	8:30-12:00	14,008
Ortonville Village	9:00-4:00	9:00-4:00	9:00-4:00	9:00-4:00	closed	1,376
Clarkston City (City of the Village of)	9:00-5:00	9:00-5:00	9:00-5:00	9:00-5:00	9:00-5:00	928
Clawson City	7:30-5:30	7:30-5:30	7:30-5:30	7:30-5:30	closed	11,389
Commerce Township	7:15-5:30	7:15-5:30	7:15-5:30	7:15-5:30	closed	38,514
Wolverine Lake Village	9:00-5:00	9:00-5:00	9:00-5:00	9:00-5:00	9:00-5:00	4,544
Farmington City	8:30-4:30	8:30-4:30	8:30-4:30	8:30-4:30	8:30-4:30	11,597
Farmington Hills City	8:30-4:30	8:30-4:30	8:30-4:30	8:30-4:30	8:30-4:30	83,986
Ferndale City	8:00-5:30	8:00-5:30	8:00-5:30	8:00-5:30	closed	19,190
Groveland Township	9:00-4:00	9:00-4:00	8:30-6:00	9:00-4:00	closed	5,912
Hazel Park City	8:30-5:00	8:30-5:00	8:30-5:00	8:30-5:00	closed	14,983
Highland Township	8:30-5:00	8:30-5:00	8:30-5:00	8:30-5:00	8:00-4:00	19,172
Holly Township	8:30-4:00	8:30-4:00	8:30-6:00	8:30-4:00	closed	6,009
Holly Village	7:30-5:30	7:30-5:30	7:30-5:30	7:30-5:30	closed	5,997
Huntington Woods City	8:30-4:30	8:30-4:30	8:30-4:30	8:30-4:30	8:30-4:30	6,388
Independence Township	7:00-5:30	7:00-5:30	7:00-5:30	7:00-5:30	closed	36,686
Keego Harbor City	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	closed	2,764
Lake Angelus City	Appointment only					287
Lathrup Village City	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	4,088
Lyon Township	7:30-5:00	7:30-5:00	7:30-5:00	7:30-5:00	closed	23,271
Madison Heights City	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	28,468
Milford Township	7:30-5:30	7:30-5:30	7:30-5:30	7:30-5:30	closed	10,570
Milford Village	7:30-5:00	7:30-5:00	7:30-5:00	7:30-5:00	7:30-11:30	6,520
Northville City	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	3,326
Novi City	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	66,243
Novi Township	NO OFFICE HOURS					160
Oakland Township	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	20,067
Oak Park City	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	every other F	29,560
Orchard Lake Village City	8:00-4:00	8:00-4:00	8:00-4:00	8:00-4:00	8:00-4:00	2,238
Orion Township	8:30-4:30	8:30-4:30	8:30-4:30	8:30-4:30	8:30-4:30	35,330
Lake Orion Village	7:00-5:00	7:00-5:00	7:00-5:00	7:00-5:00	closed	2,876
Oxford Township	8:30-5:00	8:30-5:00	8:30-5:00	8:30-5:00	closed	18,927
Oxford Village	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	closed	3,492
Pleasant Ridge City	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	closed	2,627
Pontiac City	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	61,606

Rochester City	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	13,035
Rochester Hills City	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	76,300
Rose Township	8:30-4:30	8:30-4:30	8:30-4:30	8:30-4:30	closed	6,188
Royal Oak City	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	8:00-12:00	58,211
Royal Oak Township	9:00-4:00	9:00-4:00	9:00-4:00	9:00-4:00	closed	2,374
South Lyon City	8:30-5:00	8:30-5:00	8:30-5:00	8:30-5:00	8:30-5:00	11,746
Southfield City	8:00-5:30	8:00-5:30	8:00-5:30	8:00-5:30	8:00-5:30	76,618
Southfield Township	8:30-5:00	8:30-5:00	8:30-5:00	8:30-5:00	8:30-5:00	39
Beverly Hills Village	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	10,584
Bingham Farms Village	9:00-4:30	9:00-4:30	9:00-4:30	9:00-4:30	9:00-4:00	1,124
Franklin Village	9:00-5:00	9:00-5:00	9:00-5:00	9:00-5:00	9:00-5:00	3,139
Springfield Township	8:30-4:30	8:30-4:30	8:30-4:30	8:30-4:30	8:30-4:30	14,703
Sylvan Lake City	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	closed	1,723
Troy City	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	87,294
Walled Lake City	7:00-5:30	7:00-5:30	7:00-5:30	7:00-5:30	closed	7,520
Waterford Township	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	70,565
West Bloomfield Township	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	65,888
White Lake Township	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	30,950
Wixom City	7:15-5:30	7:15-5:30	7:15-5:30	7:15-5:30	closed	17,193

 Closed on Fridays
 Modified Friday Schedule or Office Hours

Schedule	5 Day 8 Hrs/Day	4 Day 10 Hrs/Day	5 Day 10 Hrs/Day	5 Day 10 Hrs/Day	5 Day 10 Hrs M-Th 8 Hrs Fri
	Everyone 5-Days	Everyone 4-Days	Flex 4-Day Schedule	Flex 4-Day Schedule - Four Day Weekends	VM - 8 Hrs M-F Staff 10 Hrs M-Th
	Previous Schedule	Current Schedule	Dandalides Proposal	Harry Stephen Proposal	Lamb Proposal
Village Manager Schedule					
Work Schedule Hours	8:00-4:30	7:00-5:30	7:00-5:30	7:00-5:30	7:00-3:30
Work Week Days	5	4	4	4	5
Work Week Hours	40	40	40	40	40
Work Day Hours	8	10	10	10	8
Staff Schedule					
Work Schedule Hours	8:00-4:30	7:00-5:30	7:00-5:30	7:00-5:30	7:00-5:30
Work Week Days	5	4	4	4	4
Work Week Hours	40	40	40	40	40
Work Day Hours	8	10	10	10	10
Window Schedule					
Window Hours - M-Th	8:00-4:30	7:00-4:30	7:00-5:30	7:00-5:30	7:00-5:30
Window Hours - Fri	8:00-4:30	-	7:00-5:30	7:00-5:30	7:00-3:30
Days/Week Office Open	5	4	5	5	5
Hrs/Week Window Open	42	38	50	50	48
Days 7:00 am open	0	4	5	5	5
Customer Convenience					
Days/Week Office Open	+		+	+	+
Hrs/Week Window Open			+	+	+
Days 7:00 am open			+	+	+
Work/Life Balance					
Work Week Days		+	+	+	+
Four Day Weekends				+	
Issues/Remediation					
Expertise Every Day Open			Clerk/Treasuer X-training	Clerk/Treasuer X-training	
Vacation Coverage			Flex Schedule w/VM or Part Time	Flex Schedule w/VM or Part Time	Flex Schedule w/Staff or Part Time

VILLAGE HALL WORK SCHEDULE OPTIONS

WORK SCHEDULE - FOUR-DAY, 10-HOUR FLEX SCHEDULE; STAGGERED OFFICE HOURS

HOURS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
9 AM - 6:30 PM	All (Corrine & Cherie - 8 hrs)	All (Corrine & Cherie - 8 hrs)		
7 AM - 4:30 PM			Lynsey, Sonja, Barb, Darwin, Corrine (4 hrs)	Lynsey, Sonja, Darwin, Barb, Cherie (4 hrs)

WORK SCHEDULE - FIVE-DAY, 10-HOUR FEX SCHEDULE; UNIFORM OFFICE HOURS

HOURS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7 AM - 4:30 PM OR 8:00 AM - 5:30 PM	Lynsey, Darwin, Barb, Corrine, Cherie (Corrine & Cherie 8 hrs)	All (Corrine & Cherie 8 hrs)	Lynsey, Sonja, Barb, Darwin, Corrine (4 hrs)	Lynsey, Sonja, Darwin, Barb	Sonja, Barb, Cherie (4 hrs)

WORK SCHEDULE - FIVE-DAY, NO FLEX

HOURS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9 AM - 5 PM	All	All	Lynsey, Sonja, Barb, Darwin, Corrine (4 hrs)	Lynsey, Sonja, Darwin, Barb, Cherie (4 hrs)	Lynsey, Sonja, Darwin, Barb



MINUTES

SPECIAL MEETING OF THE VILLAGE COUNCIL

Monday, July 28, 2025

5:30 PM

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

(248) 693-8391 ext. 102

1. Call to Order

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

2. Roll Call and Determination of Quorum

PRESENT

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

ABSENT

- President Teresa Rutt

STAFF PRESENT

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

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

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

VOTING NAY: None

ABSENT: Rutt

MOTION: Carried

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

3. Call to the Public

None.

4. Approval of Agenda

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

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

VOTING NAY: None

ABSENT: Rutt

MOTION: Carried

5. Other Items

A. Review Village Hall Administrative Office Hours

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

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

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

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

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

B. Review Village Hall Inclement Weather Closing Policy

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

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

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

6. Call to the Public

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

7. Adjournment

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

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

VOTING NAY: None

ABSENT: Rutt

MOTION: Carried

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

Teresa Rutt
President

Lynsey Blough
Deputy Clerk/Treasurer

Sonja Stout
Clerk/Treasurer

Date Approved: as presented on August 11, 2025

Village Office Hours

2025 Village Goals and Objectives

Goal 4 Objective 4.1

Providing Services to the Community

2025 Village Goals and Objectives:

- **Goal 4: Promote a Positive Community Image**

- Objective 4.1: **Providing services to the community** – Review administrative office hours and the inclement weather closing policy.
- Objective 4.2: **Ordinance enforcement** – Complete ordinance codification, finalize engineering standards, enhance enforcement efforts, and explore funding opportunities.

Promote a Positive Community Image: Providing Services to the Community

- What services are important to the community:
 - Number of days/week the village offices and staff are available to residents
 - Number of hours/week the village offices and staff are available to residents
 - Number of days/week the village offices and staff are available to residents early in the morning – 7:00am start

What Is Important to our Staff: Work/Life Balance

- Days/week schedule
 - Four-day work week
 - Three-day weekend
 - Four-day weekend (alternating four-day schedule)

Village office schedule can be a balance:

Providing Services to the Community

- and -

Work/Life Balance

Village Office Hours

“Cut to the chase”

	Current Schedule	OPTION		
		1	2	5
Provide Services: Office Open To Residents				
Days/Week	4	5 <input checked="" type="checkbox"/>	5 <input checked="" type="checkbox"/>	5 <input checked="" type="checkbox"/>
Hours/Week	38	50 <input checked="" type="checkbox"/>	50 <input checked="" type="checkbox"/>	50 <input checked="" type="checkbox"/>
7:00 am open	4	5 <input checked="" type="checkbox"/>	5 <input checked="" type="checkbox"/>	5 <input checked="" type="checkbox"/>
Staff Work/Life Balance				
Four day work week	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Three day weekend (every weekend)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Four day weekend (alternating 2 & 4 day)			<input checked="" type="checkbox"/>	
* Note: 36 vs. 40 hr workweek (loss of 1 hr/day)				*

Councilman Proposal Option 1

- Office/Window open 5-days/week
- Office/Window hours 7:00-5:30 M-F
- Manager & Staff work 4-days, 10 hrs/day
- Staggering schedule so all 5 days are covered

Resident Proposal

Option 2

5 Day Work Schedule

A = mgr

B = Clerk trees

C = full time emp

D = full time emp

E = 20 hr emp

F = 20 hr emp

Suggested Rules

A + B can switch

C + D can switch



E + F can switch

Each employee should work
their normal number of hours
in 2 weeks

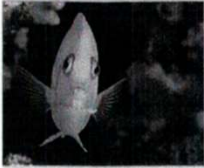

The office should have a minimum of 2
in the office for Vacation Scheduling

Either A or B should be in office
while office is open.

Resident Proposal Option 2

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 ACF BDE	3 ABCDEF E	4 ABCD EF	5 ABCDEF E	6 BDE ACF Eid al-Adha Begins	7
8	9 BDE	10 ABCDEF	11 ABCD	12 ABCDEF	13 ACF	14
World Oceans Day	ACF	F	EF	E	BDE	
15	16 ACF	17 ABCDEF	18 ABCD	19 ABCDEF	20 BDE	21
Father's Day	BDE	E	EF	F Juneteenth	ACF Juneteenth	
22	23 BDE ACF	24 ABCDEF F	25 ABCD EF	26 ABCDEF E	27 ACF BDE	28
29	30 ACF BDE					

Resident Proposal Option 2

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	30 ACF BDE	1 ABCDEF E	2 ABCD EF	3 ABCDE F	4 off Independence Day	5
6	7 BDE ACF	8 ABCDE F	9 ABCD EF	10 ABCDEF E	11 ACF BDE	12
13	14 ACF BDE	15 ABCDEF E	16 ABCD EF	17 ABCDEF F	18 BDE ACF	19
20	21 BDF ACE	22 ABCDEF E	23 ABCD EF	24 ABCDEF F	25 ACE BDF	26
27	28 ACE BDF	29 ABCDEF F International Tiger Day	30 ABCD EF	31 ABCDEF E		

Councilman Proposal Option 3

- Office/Window open 5-days/week
- Office/Window hours 7:00-5:30 M-Th, 7:00-3:30 Fr
- Manager works 5-days, 8 hrs/day, 7:00-3:30
- Staff works 4-days, 10 hrs/day, 7:00-5:30

Village Manager & Staff Proposals Option 4

WORK SCHEDULE - FOUR-DAY, 10-HOUR FLEX SCHEDULE; STAGGERED OFFICE HOURS

HOURS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
9 AM - 6:30 PM	All (Corrine & Cherie - 8 hrs)	All (Corrine & Cherie - 8 hrs)		
7 AM - 4:30 PM			Lynsey, Sonja, Barb, Darwin, Corrine (4 hrs)	Lynsey, Sonja, Darwin, Barb, Cherie (4 hrs)

Village Manager & Staff Proposals Option 5

WORK SCHEDULE - FIVE-DAY, 10-HOUR FEX SCHEDULE; UNIFORM OFFICE HOURS

HOURS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7 AM - 4:30 PM OR 8:00 AM - 5:30 PM	Lynsey, Darwin, Barb, Corrine, Cherie (Corrine & Cherie 8 hrs)	All (Corrine & Cherie 8 hrs)	Lynsey, Sonja, Barb, Darwin, Corrine (4 hrs)	Lynsey, Sonja, Darwin, Barb	Sonja, Barb, Cherie (4 hrs)

Village Manager & Staff Proposals Option 6

WORK SCHEDULE - FIVE-DAY, NO FLEX

HOURS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9 AM - 5 PM	All	All	Lynsey, Sonja, Barb, Darwin, Corrine (4 hrs)	Lynsey, Sonja, Darwin, Barb, Cherie (4 hrs)	Lynsey, Sonja, Darwin, Barb

Lake Orion Village Office Hours – Schedule Options Comparison Village Manager & Staff Work Schedule

	Previous Schedule	Baseline	1	2	3	4	5	6
Schedule	5 Day 8 Hrs/Day Everyone 5-Days Previous Schedule	4 Day 10 Hrs/Day Everyone 4-Days Current Schedule	5 Day 10 Hrs/Day Flex 4-Day Schedule Dandalides Proposal	5 Day 10 Hrs/Day Flex 4-Day Schedule - Four Day Weekends Harry Stephen Proposal	5 Day 10 Hrs M-Th 8 Hrs Fri VM - 8 Hrs M-F Staff 10 Hrs M-Th Lamb Proposal	4 Day 9 Hrs/Day All - 9 Hrs M, Tu 9:00-6:30 All - 9 Hrs W, Th 7:00-4:30 Staff Prop #1	5 Day 9 Hrs/Day Flex 4-Day Schedule Staff Prop #2	5 Day 7.5 Hrs/Day Everyone 5-Days Staff Prop #3
Village Manager Schedule								
Work Schedule Hours	8:00-4:30	7:00-5:30	7:00-5:30	7:00-5:30	7:00-3:30	9:00-6:30 M, Tu 7:00-4:30 W, Th	7:00-4:30	9:00-5:00
Work Week Days	5	4	4	4	5	4	4	5
Work Week Hours	40	40	40	40	40	36	36	37.5
Work Day Hours	8	10	10	10	8	9	9	7.5
Staff Schedule								
Work Schedule Hours	8:00-4:30	7:00-5:30	7:00-5:30	7:00-5:30	7:00-5:30	9:00-6:30 M, Tu 7:00-4:30 W, Th	8:00-5:30	9:00-5:00
Work Week Days	5	4	4	4	4	4	4	5
Work Week Hours	40	40	40	40	40	36	36	37.5
Work Day Hours	8	10	10	10	10	9	9	7.5

Lake Orion Village Office Hours – Schedule Options Comparison Village Staff and Office Availability to Residents

	Previous Schedule	Baseline	1	2	3	4	5	6
Schedule	5 Day 8 Hrs/Day Everyone 5-Days Previous Schedule	4 Day 10 Hrs/Day Everyone 4-Days Current Schedule	5 Day 10 Hrs/Day Flex 4-Day Schedule Dandalides Proposal	5 Day 10 Hrs/Day Flex 4-Day Schedule - Four Day Weekends Harry Stephen Proposal	5 Day 10 Hrs M-Th 8 Hrs Fri VM - 8 Hrs M-F Staff 10 Hrs M-Th Lamb Proposal	4 Day 9 Hrs/Day All - 9 Hrs M, Tu 9:00-6:30 All - 9 Hrs W, Th 7:00-4:30 Staff Prop #1	5 Day 9 Hrs/Day Flex 4-Day Schedule Staff Prop #2	5 Day 7.5 Hrs/Day Everyone 5-Days Staff Prop #3
Window Schedule								
Window Hours	8:00-4:30 M-F	7:00-4:30 M-Th	7:00-5:30 M-F	7:00-5:30 M-F	7:00-5:30 M-Th 7:00-3:30 F	9:00-6:30 M, Tu 7:00-4:30 W, Th	7:00-5:30 M-F	9:00-5:00 M-F
Window Hours		-						
Days/Week Office Open	5	4	5	5	5	4	5	5
Hrs/Week Window Open	40	38	50	50	48	36	50	35.5
Days 7:00 am open	0	4	5	5	5	2	5	0

Lake Orion Village Office Hours – Schedule Options Comparison Customer Service & Work/Life Balance

	Previous Schedule	Baseline	1	2	3	4	5	6
Schedule	5 Day 8 Hrs/Day Everyone 5-Days Previous Schedule	4 Day 10 Hrs/Day Everyone 4-Days Current Schedule	5 Day 10 Hrs/Day Flex 4-Day Schedule Dandalides Proposal	5 Day 10 Hrs/Day Flex 4-Day Schedule - Four Day Weekends Harry Stephen Proposal	5 Day 10 Hrs M-Th 8 Hrs Fri VM - 8 Hrs M-F Staff 10 Hrs M-Th Lamb Proposal	4 Day 9 Hrs/Day All - 9 Hrs M, Tu 9:00-6:30 All - 9 Hrs W, Th 7:00-4:30 Staff Prop #1	5 Day 9 Hrs/Day Flex 4-Day Schedule Staff Prop #2	5 Day 7.5 Hrs/Day Everyone 5-Days Staff Prop #3
Customer Convenience Days/Week Office Open Hrs/Week Window Open Days 7:00 am open	+ + -		+ + +	+ + +	+ + +	- -	+ + +	+ - -
Work/Life Balance Days/Week Schedule (4) Four Day Weekends	-	+	+	+ +	+ -	+	+	-
Issues/Remediation Expertise Every Day Open Vacation Coverage Staff workweek less than 40hrs			Clerk/Treasuer X-training Flex Schedule w/VM or Part Time	Clerk/Treasuer X-training Flex Schedule w/VM or Part Time	Flex Schedule w/Staff or Part Time	Revise staff work schedule to obtain 40 hrs/wk	Clerk/Treasuer X-training Flex Schedule w/VM or Part Time Revise staff work schedule to obtain 40 hrs/wk	Revise staff work schedule to obtain 40 hrs/wk

Summary:

- Village Manager & Staff Schedule:
 - Options 1, 2, and 5 achieve four-day work week for Village Manager & Staff
 - Options 1, 3, 4, 5, 6 have Village Manager and Staff working the same days every week. Option 2 utilizes a rotating schedule where working days each week change but enables four-day weekends every other week.
 - Options 1 and 5 are identical except option 5 has the Village Manager and Staff working less than a 40-hour workweek (same pay; fewer hours)
- Village Staff and Office Availability to Residents:
 - Options 1, 2, 3, and 5 achieve at least 10 hours/week additional availability to residents than the current schedule
 - Options 1, 2, 3, and 5 achieve one additional day of availability of staff and office to residents than the current schedule (5 days vs. current 4 days)

Additional Information

Lake Orion Village Office Hours – Schedule Options Comparison

	Previous Schedule	Baseline	1	2	3	4	5	6
Schedule	5 Day 8 Hrs/Day Everyone 5-Days Previous Schedule	4 Day 10 Hrs/Day Everyone 4-Days Current Schedule	5 Day 10 Hrs/Day Flex 4-Day Schedule Dandalides Proposal	5 Day 10 Hrs/Day Flex 4-Day Schedule - Four Day Weekends Harry Stephen Proposal	5 Day 10 Hrs M-Th 8 Hrs Fri VM - 8 Hrs M-F Staff 10 Hrs M-Th Lamb Proposal	4 Day 9 Hrs/Day All - 9 Hrs M, Tu 9:00-6:30 All - 9 Hrs W, Th 7:00-4:30 Staff Prop #1	5 Day 9 Hrs/Day Flex 4-Day Schedule Staff Prop #2	5 Day 7.5 Hrs/Day Everyone 5-Days Staff Prop #3
Village Manager Schedule								
Work Schedule Hours	8:00-4:30	7:00-5:30	7:00-5:30	7:00-5:30	7:00-3:30	9:00-6:30 M, Tu 7:00-4:30 W, Th	7:00-4:30	9:00-5:00
Work Week Days	5	4	4	4	5	4	4	5
Work Week Hours	40	40	40	40	40	36	36	37.5
Work Day Hours	8	10	10	10	8	9	9	7.5
Staff Schedule								
Work Schedule Hours	8:00-4:30	7:00-5:30	7:00-5:30	7:00-5:30	7:00-5:30	9:00-6:30 M, Tu 7:00-4:30 W, Th	8:00-5:30	9:00-5:00
Work Week Days	5	4	4	4	4	4	4	5
Work Week Hours	40	40	40	40	40	36	36	37.5
Work Day Hours	8	10	10	10	10	9	9	7.5
Window Schedule								
Window Hours	8:00-4:30 M-F	7:00-4:30 M-Th	7:00-5:30 M-F	7:00-5:30 M-F	7:00-5:30 M-Th	9:00-6:30 M, Tu 7:00-4:30 W, Th	7:00-5:30 M-F	9:00-5:00 M-F
Window Hours		-			7:00-3:30 F			
Days/Week Office Open	5	4	5	5	5	4	5	5
Hrs/Week Window Open	40	38	50	50	48	36	50	35.5
Days 7:00 am open	0	4	5	5	5	2	5	0
Customer Convenience								
Days/Week Office Open								
Hrs/Week Window Open								
Days 7:00 am open								
Work/Life Balance								
Days/Week Schedule (4) Four Day Weekends								
Issues/Remediation								
Expertise Every Day Open			Clerk/Treasuer X-training	Clerk/Treasuer X-training			Clerk/Treasuer X-training	
Vacation Coverage			Flex Schedule w/VM or Part Time	Flex Schedule w/VM or Part Time	Flex Schedule w/Staff or Part Time		Flex Schedule w/VM or Part Time	
Staff workweek less than 40hrs						Revise staff work schedule to obtain 40 hrs/wk	Revise staff work schedule to obtain 40 hrs/wk	Revise staff work schedule to obtain 40 hrs/wk



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: September 22, 2025

TOPIC Review Village Hall Inclement Weather Closing Policy

BACKGROUND BRIEF:

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

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

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

SUMMARY OF PREVIOUS COUNCIL ACTION:

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

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

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

FINANCIAL IMPACT:

None

RECOMMENDED MOTION:

None



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: March 13, 2023

TOPIC: Policy on Closing of Administrative Offices

BACKGROUND BRIEF:

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

SUMMARY OF PREVIOUS COUNCIL ACTION:

None

FINANCIAL IMPACT:

None

RECOMMENDED MOTION:

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

VILLAGE OF LAKE ORION

COUNTY OF OAKLAND

STATE OF MICHIGAN

RESOLUTION NO. 2023-_____

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

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

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

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

PURPOSE

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

POLICY

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

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

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

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

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

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



MINUTES

SPECIAL MEETING OF THE VILLAGE COUNCIL

Monday, July 28, 2025

5:30 PM

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

(248) 693-8391 ext. 102

1. Call to Order

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

2. Roll Call and Determination of Quorum

PRESENT

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

ABSENT

- President Teresa Rutt

STAFF PRESENT

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

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

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

VOTING NAY: None

ABSENT: Rutt

MOTION: Carried

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

3. Call to the Public

None.

4. Approval of Agenda

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

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

VOTING NAY: None

ABSENT: Rutt

MOTION: Carried

5. Other Items

A. Review Village Hall Administrative Office Hours

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

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

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

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

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

B. Review Village Hall Inclement Weather Closing Policy

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

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

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

6. Call to the Public

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

7. Adjournment

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

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

VOTING NAY: None

ABSENT: Rutt

MOTION: Carried

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

Teresa Rutt
President

Lynsey Blough
Deputy Clerk/Treasurer

Sonja Stout
Clerk/Treasurer

Date Approved: as presented on August 11, 2025