



## AGENDA

### 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
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



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## COUNCIL ACTION SUMMARY SHEET

**MEETING DATE:** July 28, 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.

### 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.

### 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](mailto:dandalidesg@lakeorion.org)>  
**Sent:** Wednesday, July 23, 2025 10:23 PM  
**To:** Sonja Stout <[stouts@lakeorion.org](mailto: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](mailto:fords@lakeorion.org)>

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

**To:** Sonja Stout <[stouts@lakeorion.org](mailto: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
<b>Lake Orion Village</b>	<b>7:00-5:00</b>	<b>7:00-5:00</b>	<b>7:00-5:00</b>	<b>7:00-5:00</b>	<b>closed</b>	<b>2,876</b>
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



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## COUNCIL ACTION SUMMARY SHEET

**MEETING DATE:** July 28, 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.

### 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.

### 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.