



AGENDA

REGULAR MEETING OF THE LAKE ORION VILLAGE COUNCIL

Monday, November 13, 2023

7:30 PM

Lake Orion Village Hall Council Chambers

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 7:30 PM

2. Pledge of Allegiance

3. Roll Call and Determination of Quorum

4. Presentations

5. Call to the Public

6. Consent Agenda

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

1. Schedule Public Hearing on PY 2024 CDBG Annual Application
2. Receive and File Sample Ethics Board Opinion - City of Birmingham
3. Schedule Public Hearing on Reprogramming of CDBG Funds
4. Special Event Permit Ice Fest 2024
5. Approval of Village Council Regular Meeting Minutes-October 23, 2023
6. Approval of Village Council Special Meeting Minutes-October 25, 2023
7. Receive and File October 2023 Police Activity Report
8. DDA Executive Director's Report - October 2023
9. Planning and Zoning Monthly Report - October 2023
10. Parks & Recreation Advisory Committee Regular Meeting Minutes August 26, 2023
11. Parks & Recreation Advisory Committee Regular Meeting Minutes - September 25, 2023
12. DDA Board Regular Meeting Minutes -September 19, 2023
13. DDA Board Special Meeting Minutes -September 29, 2023
14. Planning Commission Regular Meeting Minutes -October 2, 2023

7. 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.

8. Public Hearings

9. Agenda Items for Consideration

A. Financial Matters

1. Invoice Approval -November 13, 2023

B. Other Items

1. Obligation of American Rescue Plan Act (ARPA) CLFRF Funds
2. Meeting Essentials Ultimate Agenda and Minutes Management System - CivicPlus
3. Purchase Request-Dump/Plow Truck
4. Approval of POAM Contract Memorandum of Understanding - Starting Pay for New Hires
5. Appointments to Village of Lake Orion Board of Ethics

10. Call to the Public

11. Council Comments

12. Village Manager Comments

13. Closed Session Items

14. Reconvene to Open Session

15. Business From Closed Session

16. Adjournment

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

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



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: November 13, 2023

TOPIC: Schedule Public Hearing on PY 2024 CDBG Annual Application

BACKGROUND BRIEF:

Administration is requesting that Village Council schedule a public hearing on the village's Program Year (PY) 2024 Community Development Block Grant application for the village council's next regular meeting on November 27, 2023. Administration is currently working on the proposed grant application. The deadline for submission of the application to Oakland County is December 1.

Attached is a copy of the Village of Lake Orion 2024 CDBG Area-Wide Benefit Eligibility Map and a list of eligible CDBG projects.

SUMMARY OF PREVIOUS COUNCIL ACTION:

None

FINANCIAL IMPACT:

The village receives approximately \$9,300 annually in CDBG funding as an entitlement community participating in the Oakland County Urban County CDBG Program.

RECOMMENDED MOTION:

To schedule a public hearing for Monday, November 27, 2023, at 7:30 PM, for the purpose of receiving public comments on the Village of Lake Orion Program Year 2024 Community Development Block Grant application; and to authorize village administration to provide notice of the public hearing through posting of the same at village hall and on the Village of Lake Orion web site at least 10 days prior to the hearing.

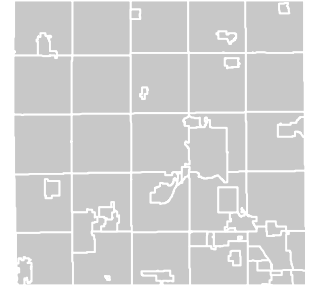
ATTACHMENTS:

2024 CDBG Area-Wide Benefit Map - Lake Orion

List of Eligible CDBG Projects and Matrix Code Key

**OAKLAND COUNTY
COMMUNITY & HOME IMPROVEMENT**

Oakland Pointe
250 Elizabeth Lake Road, Ste. 1900
Pontiac, MI 48341-0414
248.858.0493
www.oakgov.com/chi



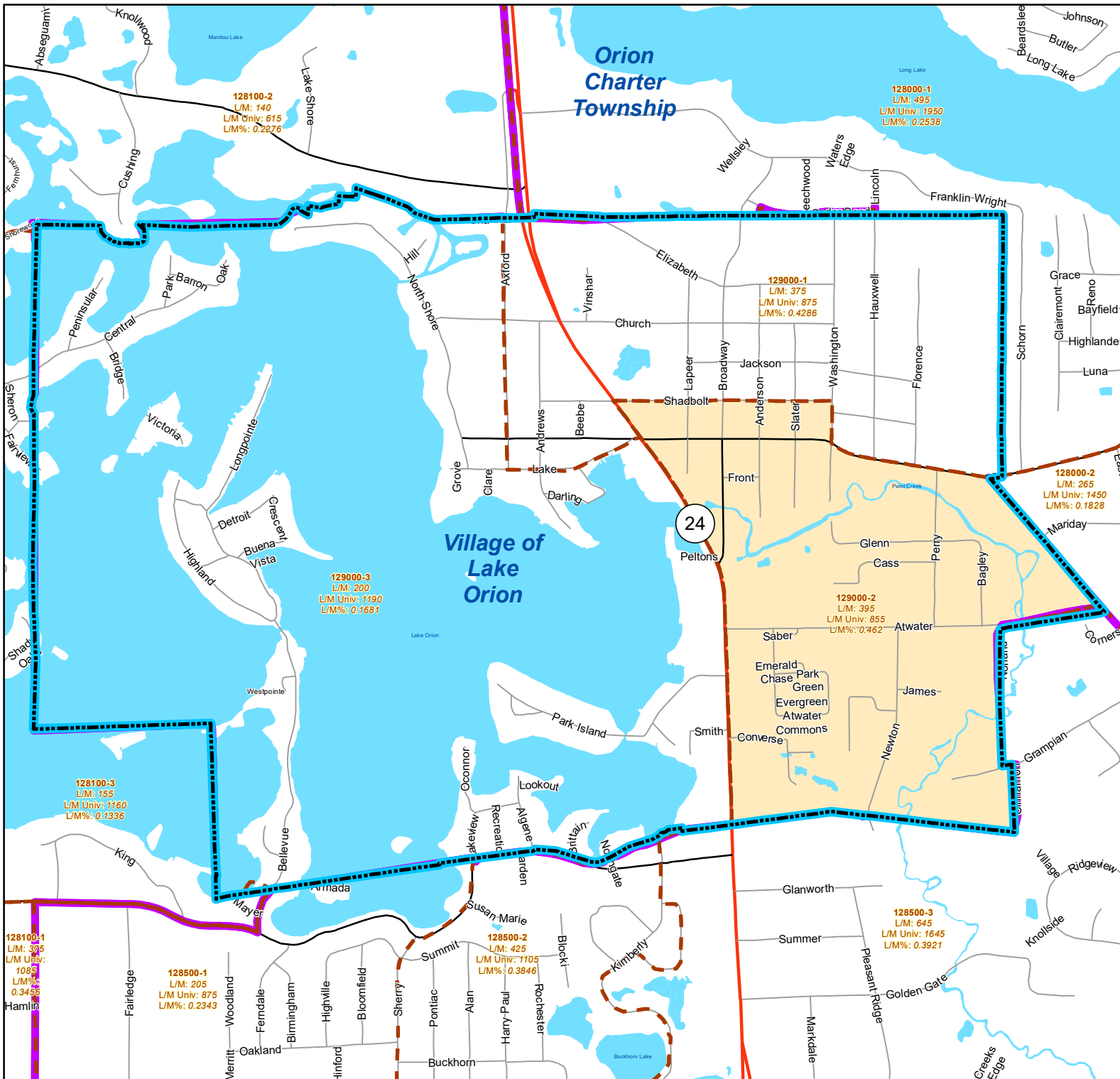
Area-Wide Benefit Map
Village of Lake Orion

- County Border
- Community Boundary (Highlighted)
- Community Boundary (Adjacent)
- Census Tract 2010
- Eligible Area-Wide Benefit Block Groups
- Non-Eligible Block Group
- Interstate
- US
- State
- Major
- Minor
- Railroad
- Waterbodies



1 in = 0.2 miles

This Census Block Group map reflects the 2011-2015 American Community Survey (ACS).



HUD IDIS MATRIX CODE KEY

Matrix Code Key		National Objective Codes (N = Not Allowed)												
Code	Eligible Activity	LMA	LMAFI	LMASA	LMC	LMCMC	LMCSV	LMH	LMHSP	LMJ	LMJFI	LMJP	SBA	SB:
01	Acquisition of Property - 570.201(a)					N	N				N			
02	Disposition - 570.201(b)					N	N				N			N
03A	Senior Centers	N				N	N	N	N					
03B	Facility for Persons with Disabilities	N				N	N	N	N					
03C	Homeless Facilities (not operating costs)	N				N	N	N	N					
03D	Youth Centers	N				N	N	N	N					
03E	Neighborhood Facilities					N	N	N	N					
03F	Parks, Recreational Facilities		N	N		N	N	N	N	N		N		
03G	Parking Facilities					N	N	N	N					
03H	Solid Waste Disposal Improvements					N	N							
03I	Flood Drainage Improvements					N	N							
03J	Water/Sewer Improvements					N	N							
03K	Street Improvements					N	N							
03L	Sidewalks					N	N							
03M	Child Care Centers	N				N	N	N	N					
03N	Tree Planting					N	N		N					
03O	Fire Station/Equipment		N	N	N	N	N	N	N	N		N		
03P	Health Facilities					N	N	N	N					
03Q	Abused and Neglected Children Facilities	N				N	N	N	N					
03R	Asbestos Removal					N	N	N	N					
03S	Facilities for AIDS Patients (no operating costs)	N				N	N	N	N					
03T	Operating Costs Homeless/AIDS Patients	N	N	N		N	N	N	N	N	N	N		N
03Z	Other Public Improvements Not Listed in 03A-03S					N	N							
04	Clearance and Demolition					N	N				N			
04A	Cleanup of Contaminated Sites					N	N				N			
05A	Senior Services	N	N	N		N		N	N	N	N	N		N
05B	Services for Persons with Disabilities	N	N	N		N		N	N	N	N	N		N
05C	Legal Services		N	N		N		N	N	N	N	N		N
05D	Youth Services	N	N	N		N		N	N	N	N	N		N
05E	Transportation Services		N	N		N		N	N	N	N	N		N
05F	Substance Abuse Services		N	N		N		N	N	N	N	N		N
05G	Services for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking	N	N	N		N		N	N	N	N	N		N
05H	Employment Training		N	N		N		N	N	N	N	N		N
05I	Crime Awareness		N	N		N		N	N	N	N	N		N
05J	Fair Housing Activities-Subj.to Public Service Cap		N	N		N		N	N	N	N	N		N
05K	Tenant/Landlord Counseling	N	N	N		N		N	N	N	N	N		N
05L	Child Care Services	N	N	N		N		N	N	N	N	N		N
05M	Health Services		N	N		N		N	N	N	N	N		N
05N	Abused and Neglected Children	N	N	N		N		N	N	N	N	N		N
05O	Mental Health Services		N	N		N		N	N	N	N	N		N
05P	Screening for Lead Based Paint/Lead Hazards	N	N	N		N		N	N	N	N	N		N
05Q	Subsistence Payments	N	N	N		N		N	N	N	N	N		N
05R	Homebuyer Downpayment Assistance - Excluding Housing Counseling, under 24 CFR 5.100	N	N	N	N	N	N			N	N	N		N
05S	Rental Housing Subsidies	N	N	N	N	N				N	N	N		N
05T	Security Deposits	N	N	N	N	N				N	N	N		N
05U	Housing Counseling Only, under 24 CFR 5.100	N	N	N	N	N	N			N	N	N	N	N
05V	Neighborhood Cleanups		N	N	N	N		N	N	N	N	N		N
05W	Food Banks		N	N		N		N	N	N	N	N		N
05X	Housing information and referral services	N	N	N		N	N			N	N	N	N	N
	Housing Counseling under 24 CFR 5.100 supporting homebuyer downpayment assistance (05R)	N	N	N	N	N	N			N	N	N		N
05Y														
05Z	Other Public Services Not Listed in 03T and 05A-05Y		N	N		N		N	N	N	N	N		N
06	Interim Assistance		N	N	N	N	N	N	N	N	N	N		
08	Relocation					N	N				N			
09	Rental Income Loss					N	N				N			
11	Privately Owned Utilities					N	N				N			
12	Construction of Housing	N	N	N	N	N	N			N	N	N		N
13A	Housing Counseling, under 24 CFR 5.100, for Homeownership Assistance 13B	N	N	N	N	N	N			N	N	N	N	N
13B	Homeownership Assistance - excluding Housing Counseling under 24 CFR 5.100	N	N	N	N	N	N			N	N	N	N	N

Attachment: List of Eligible CDBG Projects and Matrix Code Key (6352 : Schedule Public Hearing on PY 2024 CDBG Annual Application)

PY 2022 HUD IDIS MATRIX CODE KEY CONTINUED

Matrix Code Key		National Objective Codes (N = Not Allowed)												
Code	Eligible Activity	LMA	LMAFI	LMASA	LMC	LMCMC	LMCSV	LMH	LMHSP	LMJ	LMJFI	LMJP	SBA	SB
14A	Rehab; Single-Unit Residential	N	N	N	N	N	N			N	N	N		
14B	Rehab; Multi-Unit Residential	N	N	N	N	N	N			N	N	N		
14C	Public Housing Modernization	N	N	N	N	N	N			N	N	N		
14D	Rehab; Other than Public-Owned Residential Buildings	N	N	N	N	N	N			N	N	N		
14E	Rehab, Pub./Pvt.-Comm./Indust'					N	N	N	N		N			
14F	Energy Efficiency Improvements	N	N	N	N	N	N			N	N	N		
14G	Acquisition for Rehabilitation	N	N	N	N	N	N			N	N	N		
14H	Rehabilitation Administration					N	N				N			
14I	Lead-Based Paint Abatement	N	N	N	N	N	N			N	N	N		
14J	Housing Services, excluding Housing Counseling under 24 CFR 5.100	N	N	N	N	N	N			N	N	N	N	N
14K	Housing Counseling, under 24 CFR 5.100, Supporting HOME Program Assistance Housing Activities	N	N	N	N	N	N			N	N	N	N	N
14L	Housing Counseling, under 24 CFR 5.100, in Conjunction with CDBG Assisted Housing Rehab	N	N	N	N	N	N			N	N	N		
15	Code Enforcement		N	N	N	N	N	N	N	N	N	N		N
16A	Residential Historic Preservation	N	N	N	N	N	N			N	N	N		
16B	Non-Residential Historic Preservation					N	N	N	N		N			
17A	ED Acquisition by Recipient					N	N	N	N					
17B	CI Infrastructure Development					N	N	N	N					N
17C	CI Building Acq., Construction, Rehabilitation					N	N	N	N		N			
17D	Other Commercial/Industrial Improvements					N	N	N	N		N			
18A	ED Assistance to For-Profits				N	N	N	N	N		N			N
18B	Economic Development: Technical Assistance				N	N		N	N		N			N
18C	Micro-Enterprise Assist.						N	N	N		N			N
19C	Nonprofit Capacity Building													
19E	Operation and Repair of Foreclosed Property		N	N	N	N	N			N	N	N	N	N
20	Planning	N	N	N	N	N	N	N	N	N	N	N	N	N
21A	General Program Admin. - 570.206	N	N	N	N	N	N	N	N	N	N	N	N	N
21B	Indirect Costs	N	N	N	N	N	N	N	N	N	N	N	N	N
21C	Public Information	N	N	N	N	N	N	N	N	N	N	N	N	N
21D	Fair Housing Activity (subject to Admin. cap)	N	N	N	N	N	N	N	N	N	N	N	N	N
21H	CDBG Funding of HOME Admin.	N	N	N	N	N	N	N	N	N	N	N	N	N
21I	CDBG Funding of HOME CHDO Operating Costs	N	N	N	N	N	N	N	N	N	N	N	N	N
23	Tornado Shelters - Private Mobile Home Parks		N	N	N	N	N	N	N	N	N	N	N	N

NATIONAL OBJECTIVE KEY		ENTITLEMENTS
LMA	Low- and moderate-income (Low/Mod) Area Benefit	570.208(a)(1)
LMAFI	Low/Mod Area Benefit CDFI	570.208(d)(6)(i)
LMASA	Low/Mod Area Benefit NRSA	570.208(d)(5)(i)
LMC	Low/Mod Limited Clientele	570.208(a)(2)
LMCMC	Low/Mod Limited Clientele Microenterprise Development	570.208(a)(2)(iii)
LMCSV	Low/Mod Limited Clientele, Job Service Benefit	570.208(a)(2)(iv)
LMH	Low/Mod Housing	570.208(a)(3)
LMHSP	Low/Mod Housing, CDFI or NRSA	570.208(d)(5)(ii) & (d)(6)(ii)
LMJ	Low/Mod Job Creation or Retention	570.208(a)(4)
LMJFI	Low/Mod Job Creation/Retention, Public Facility/Improvement	570.208(a)(4)(vi)(F)
LMJP	Low/Mod Job Creation or Retention, Location Based	570.208(a)(4)(iv)(B)
SBA	Slum and Blight Area	570.208(b)(1)
SBS	Slum and Blight Spot	570.208(b)(2)

PY 2024 ELIGIBLE PROJECTS & CDBG MATRIX CODES

CDBG matrix codes are used to indicate-but do not establish-activity eligibility. An activity must be eligible in accordance with the regulations at 24 CFR 570.201- 570.207. If interested in activities other than those listed below contact Samantha Ferguson at (248) 858-5312 to discuss eligibility

ACQUISITION AND DISPOSITION

- 01 Acquisition of Real Property
- 02 Disposition of Real Property
- 04 Clearance and Demolition
- 04A Cleanup of Contaminated Sites
- 08 Relocation

PUBLIC FACILITIES AND IMPROVEMENTS

- 03A Senior Center
- 03B Facilities for Persons with Disabilities
- 03C Homeless Facilities (not operating costs)
- 03D Youth Centers
- 03E Neighborhood Facilities
- 03F Parks, Recreational Facilities
- 03G Parking Facilities
- 03H Solid Waste Disposal Improvements
- 03I Flood Drainage Improvements
- 03J Water/Sewer Improvements
- 03K Street Improvements
- 03L Sidewalks
- 03M Child Care Centers
- 03N Tree Planting
- 03O Fire Stations/Equipment
- 03P Health Facilities
- 03Q Facilities for Abused and Neglected Children
- 03R Asbestos Removal
- 03S Facilities for AIDS Patients (not operating costs)
- 03Z Other Public Improvements Not Listed in 03A-03T
- 06 Interim Assistance
- 11 Privately Owned Utilities
- 16B Non-Residential Historic Preservation
- 23 Tornado Shelters Serving Private Mobile Home Parks

PUBLIC SERVICES

- 03T Homeless/AIDS Patients Programs
- 05A Senior Services
- 05B Services for Persons with Disabilities
- 05C Legal Services
- 05D Youth Services
- 05E Transportation Services
- 05F Substance Abuse Services
- 05G Services for victims of domestic violence, dating violence, sexual assault, or stalking
- 05H Employment Training
- 05I Crime Awareness/Prevention
- 05J Fair Housing Activities (subject to Public Services cap)
- 05K Tenant/Landlord Counseling
- 05L Child Care Services

PY 2024 ELIGIBLE PROJECTS & CDBG MATRIX CODES CONTINUED

PUBLIC SERVICES CONTINUED

- 05M Health Services
- 05N Services for Abused and Neglected Children
- 05O Mental Health Services
- 05P Screening for Lead Poisoning
- 05Q Subsistence Payments
- 05R Homebuyer Downpayment Assistance - Excluding Housing Counseling under 24 CFR 5.100
- 05S Rental Housing Subsidies
- 05T Security Deposits
- 05U Housing Counseling only, under 24 CFR 5.100
- 05V Neighborhood Cleanups
- 05W Food Banks
- 05X Housing Information and Referral Services
- 05Y Housing Counseling under 24 CFR 5.100 Supporting Homebuyer Downpayment Assist (05R)
- 05Z Other Public Services Not Listed in 03T and 05A-05Y (Housekeeping/Safety & Repair/Yard)

HOUSING

- 09 Loss of Rental Income
- 12 Construction of Housing
- 13A Housing Counseling, under 24 CFR 5.100, for Homeownership Assistance (13B)
- 13B Homeownership Assistance – excluding Housing Counseling under 24 CFR 5.100
- 14A Rehabilitation: Single-Unit Residential
- 14B Rehabilitation: Multi-Unit Residential
- 14C Rehabilitation: Public Housing Modernization
- 14D Rehabilitation: Other Publicly Owned Residential Buildings
- 14F Rehabilitation: Energy Efficiency Improvements
- 14G Rehabilitation: Acquisition
- 14H Rehabilitation: Administration
- 14I Lead-Based Paint/Lead Hazards Testing/Abatement
- 14J Housing Services, Excluding Housing Counseling, under 24 CFR 5.100
- 14K Housing Counseling, under 24 CFR 5.100 Supporting HOME Program Housing Activities
- 14L Housing Counseling, under 24 CFR 5.100, in Conjunction with CDBG Assisted Housing Rehab
- 15 Code Enforcement
- 16A Residential Historic Preservation
- 19E Operation and Repair of Foreclosed Property (“In-Rem Housing”)

ECONOMIC DEVELOPMENT

- 14E Rehabilitation: Publicly or Privately Owned Commercial/Industrial
- 17A Commercial/Industrial: Acquisition/Disposition
- 17B Commercial/Industrial: Infrastructure Development
- 17C Commercial/Industrial: Building Acquisition, Construction, Rehabilitation
- 17D Commercial/Industrial: Other Improvements
- 18A Economic Development: Direct Financial Assistance to For-Profit Business
- 18B Economic Development: Technical Assistance
- 18C Economic Development: Microenterprise Assistance

GENERAL ADMINISTRATION

- 21A General Program Administration
- 21D Fair Housing Activities (subject to Admin cap)
- 21H CDBG Funding of HOME Admin
- 21I CDBG Funding of HOME CHDO Operating Expenses

OTHER

- 19C CDBG Non-Profit Capacity Building

ACQUISITION AND DISPOSITION

ACQUISITION OF REAL PROPERTY

Program/Account #	172170-730003
Eligible Uses	Acquisition of real property that will be developed for a public purpose. Use code 01 if CDBG funds will be used ONLY for the acquisition of property. This code is frequently used for the acquisition of property on which a public facility, public improvement or housing will be constructed using other funds
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine eligibility and discuss Uniform Relocation Act and appraisal requirements before applying for this project.</p> <ul style="list-style-type: none"> • When a grantee acquires and constructs or rehabilitates a public facility with CDBG funds, assign the appropriate 03* matrix code, instead of 01. • When a grantee combines acquisition with relocation or disposition in a single activity, that activity can be coded as Acquisition 01. • When a grantee acquires and rehabilitates housing with CDBG funds for residential purposes, use code 14G. • When a grantee or subrecipient acquires land, clears structures, or packages land for the purpose of creating an industrial park or encouraging commercial/industrial redevelopment, use matrix code 17A. <p>Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.</p>
Environmental Code	Contact Environmental Review (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed
HUD Matrix Code	01
Authority	24 CFR 570.201(e) or 42 USC 5305(a)(1)
National Objective Codes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:</p> <p>LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income.</p> <p>LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.</p> <p>LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.</p>
Accomplishment Type	People/Housing Units/Public Facilities
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

DISPOSITION OF REAL PROPERTY

Program/Account #	172170-730536
Eligible Uses	Costs related to the sale, lease, or donation of real property acquired with CDBG funds or under urban renewal. Eligible costs would include the costs incidental to disposing of the property, such as preparation of legal documents, fees paid for surveys, transfer taxes, and other costs involved in the transfer of ownership of the CDBG-assisted property. The costs can also include the costs of temporarily maintaining property pending disposition, for example, boarding property up, mowing grass, security. However, the temporary maintenance costs are eligible only for properties initially acquired with CDBG funds.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility and discuss Uniform Relocation Act and appraisal requirements before applying for this project. Disposition must assure property meets CDBG National Objectives. Proceeds of disposition are program income. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
Environmental Code	Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed
HUD Matrix Code	02
Authority	24 CFR 570.201(b) or 42 USC 5305(a)(7)
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income. LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income. LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	When the property will be used for the purpose for which it was acquired, use the same Accomplishment Code that was or should have been used for acquisition of the property. When a property is disposed of for a use other than for which it was acquired, use the Accomplishment Code that corresponds to the new use.
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

CLEARANCE AND DEMOLITION

Program/Account #	172170-730345
Eligible Uses	Clearance or demolition of buildings and improvements, or the movement of structures to other sites.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine eligibility and SHPO requirements before applying for this project. Must document as vacant at least one year and slum/blight condition and condemnation of structure as necessary.</p> <p>This project can take place anywhere in the community.</p> <p>The community must provide the following information (per structure) before starting the project: property address, location map, photographs, statement signed by the local building official that the structure meets the State of MI Definition of Blight, description signed by the local building official of the specific conditions detrimental to public health and safety which will be corrected by demolishing the structure, signed certification that the structure, if residential in nature, has been vacant for at least one year, signed approval to demolish, and demolition agreement.</p> <p>Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.</p>
Environmental Code	Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed
HUD Matrix Code	04
Authority	24 CFR 570.201(d) or 42 USC 5305(a)(4)
National Objective Codes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:</p> <p>LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income.</p> <p>SBS - Slum/blight spot basis: activities that address conditions of blight or physical decay on a spot basis not located in a designated slum/blight area.</p> <p>LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.</p>
Accomplishment Type	Housing Units/Public Facilities
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

CLEANUP OF CONTAMINATED SITES

Program/Account #	
Eligible Uses	Activities undertaken primarily to clean toxic/environmental waste or contamination from a site.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
Environmental Code	Categorically Excluded
HUD Matrix Code	04A
Authority	24 CFR 570.201(d) or 24 CFR 570.482(c)(3) [Public Law 105-276]
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income. LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income. LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	People/Housing Units/Public Facilities
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

RELOCATION

Program/Account #	
Eligible Uses	Relocation payments and other assistance for permanently or temporarily displaced individuals, families, businesses, non-profit organizations, and farms.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
Environmental Code	Contact Environmental Review at (248) 858-5309 to confirm if project is Exempt, Categorically Excluded and/or Environmentally Assessed
HUD Matrix Code	08
Authority	24 CFR 570.201(i) or 42 USC 5305(a)(11)
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income. LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income. LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	People/Housing Units/Public Facilities
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

PUBLIC FACILITIES AND IMPROVEMENTS

Use matrix codes in this section when the CDBG funds are used by the grantee or other public or private non-profit entities for public facilities and improvements.

- Grantees may only have one public facility in an activity. Grantees must set up a separate activity for each public facility. When two or more related activities are funded with CDBG, the grantee needs to set up a separate activity for each facility or improvement.
- When a facility is used only by a specific client group, the activity should be assigned the matrix code specific to that group, not the type of facility. For instance, assign 03Q to a health facility for abused and neglected children, not 03P.
- If CDBG funds are only used to acquire property for a public facility, use matrix code 01. If the grantee uses CDBG funds to pay for the acquisition and construction, or rehabilitation of a public facility or improvement, use the appropriate 03* matrix code.
- For commercial and industrial improvements undertaken by a grantee or a subrecipient for economic development purposes, use matrix code 17A, 17B, 17C, or 17D.

SENIOR CENTERS

Program/Account #	172170-731696
Eligible Uses	Acquisition, construction, or rehabilitation of facilities (except permanent housing) for seniors. 03A may be used for a facility serving both the elderly and persons with disabilities, provided it is not intended primarily to serve persons with disabilities. If it is, use 03B Facilities for Persons with Disabilities instead. A senior is defined by HUD as 62 years of age or more.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.</p> <p>This is a presumed benefit activity. Communities must develop and maintain a senior center membership roster which includes documentation of age to establish client eligibility (driver's license). A current PERSON DBA REPORT must be submitted with each invoice which indicates the presumed benefit eligibility of clients served. The purchase and installation of permanently attached equipment is eligible under this code (i.e. public-address system and built in appliances/defibrillator). If a municipality does not have a senior center than an access fee is eligible for non- residents age 62 > to access a senior center in a neighboring community.</p> <p>A PERSON DBA must be kept for all seniors accessing the senior center. The access fee calculation is based on the previous years' actual facility expenses not budgeted amounts. The senior center coordinator's salary can be figured in this expense. No other programming or personal expenses are to be included. For more details on how to calculate the access fee, contact Contract Compliance at (248) 858-0196. If the facility to retrofit is 50 years of age or older, project plans and a historic preservation profile is required at the time of application or reprogramming.</p> <p>Contact Planning & Evaluation at (248) 858-5312 regarding SHPO requirements before applying for this project.</p> <p>Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.</p>
Environmental Code	Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed
HUD Matrix Code	03A
Authority	24 CFR 570.201(c) or 42 USC 5305(a)(2)
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	Public Facilities
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

FACILITIES FOR PERSONS WITH DISABILITIES

Program/Account #	
Eligible Uses	Acquisition, construction, or rehabilitation of centers, group homes, and other facilities (except permanent housing) for persons with disabilities. 03B may be used for a facility serving both persons with disabilities and the elderly, provided it is not intended primarily to serve the elderly. If it is, use 03A instead. Note: For the construction of permanent housing for the persons with disabilities, use code 12; for the rehabilitation of such housing, use the appropriate 14* code.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
Environmental Code	Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed
HUD Matrix Code	03B
Authority	24 CFR 570.201(c) or 42 USC 5305(a)(2)
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	Public Facilities/Housing Units
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

HOMELESS FACILITIES (NOT OPERATING COSTS)

Program/Account #	
Eligible Uses	Acquisition, construction, conversion of buildings, or rehabilitation of temporary shelters and transitional housing for the homeless, including victims of domestic violence, dating violence, sexual assault or stalking, disaster victims, runaway children, drug offenders, and parolees. Note: For the construction of permanent housing for the homeless, use code 12; for the rehabilitation of such housing, use the appropriate 14* code; for facilities for abused and neglected children, use 03Q.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
Environmental Code	Categorically Excluded
HUD Matrix Code	03C
Authority	24 CFR 570.201(c) or 42 USC 5305(a)(2)
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	Public Facilities/Housing Units
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

YOUTH CENTERS

Program/Account #	
Eligible Uses	Acquisition, construction, or rehabilitation of facilities intended primarily for young people age 13 to 19. These include playground and recreational facilities that are part of a youth center. For the acquisition, construction or rehabilitation of facilities intended primarily for children age 12 and under, use 03M; for facilities for abused and neglected children, use 03Q.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
Environmental Code	Categorically Excluded
HUD Matrix Code	03D
Authority	24 CFR 570.201(c) or 42 USC 5305(a)(2)
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	Public Facilities/Housing Units
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

NEIGHBORHOOD FACILITIES

Program/Account #	
Eligible Uses	Acquisition, construction, or rehabilitation of facilities that are principally designed to serve a neighborhood and that will be used for social services or for multiple purposes (including recreation). Such facilities may include libraries and community centers.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
Environmental Code	Categorically Excluded
HUD Matrix Code	03E
Authority	24 CFR 570.201(c) or 42 USC 5305(a)(2)
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	Public Facilities/Housing Units
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

PARKS, RECREATIONAL FACILITIES

Program/Account #	172170-731332
Eligible Uses	Use this code for development of open space areas or facilities intended primarily for recreational use.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine before applying for this project. This is an areawide benefit activity. Only recreational facilities within designated low-income census tract block groups are eligible. Parks, recreational facilities must be open to the public, and if fees are charged, they must be low enough not to preclude the use of the facility by low-income persons. If there is only one facility in the community and even if it is in a low-income block group, the entire service area must have a population that is at least 45.08%* low-income. Any new CDBG-financed recreational facility must be in a designated low-income block group. (*percentage may change as HUD provides the county with new income data) If the facility is 50 years of age or older project plans and a historic preservation profile is required at the time of application or reprogramming. The planning unit will forward the documents to the State Historic Preservation Office (SHPO) for comment before work begins. The SHPO has 30 days from receipt of a completed profile to comment. If the SHPO does not concur, the project will have to be redesigned and resubmitted. HUD no longer allows the removal and/or replacement of accessible playground equipment as an eligible project under this category. Contact Planning & Evaluation at (248) 858-5312 regarding SHPO requirements before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.</p>
Environmental Code	Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed
HUD Matrix Code	03F
Authority	24 CFR 570.201(c) or 42 USC 5305(a)(2)
National Objective Codes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income.</p>
Accomplishment Type	Public Facilities
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

PARKING FACILITIES

Program/Account #	
Eligible Uses	Acquisition, construction, or rehabilitation of parking lots and parking garages. Use 03G if rehabilitation of a public facility or street improvement is a small part of an activity to improve a parking facility. However, if parking improvements are only a small part of a larger street improvement activity, use 03K.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
Environmental Code	Environmentally Assessed
HUD Matrix Code	03G
Authority	24 CFR 570.201(c) or 42 USC 5305(a)(2)
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income.
Accomplishment Type	Public Facilities
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

SOLID WASTE DISPOSAL IMPROVEMENTS

Program/Account #	
Eligible Uses	Acquisition, construction or rehabilitation of solid waste disposal facilities. The eligible costs can also include equipment, such as bulldozers, used exclusively at the facility.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. This is an areawide benefit activity. Contact Contract Compliance at (248) 858-0196 when compiling
Environmental Code	Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed
HUD Matrix Code	03H
Authority	24 CFR 570.201(c) or 42 USC 5205(a)(2)
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income. LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income. LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	Public Facilities/Housing Units
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

FLOOD AND DRAINAGE IMPROVEMENTS

Program/Account #	172170-730744
Eligible Uses	Acquisition, construction, or rehabilitation of flood drainage facilities, such as retention ponds, catch basins, streambank erosion controls, channelization of streambeds, or dams. 03I can also be used for “Green Infrastructure” improvements to manage stormwater. However, if stormwater management improvements are integral to some other activity like a park or a street project, it should be included in that matrix code (03F for parks, 03K for streets) rather than 03I.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.</p> <p>Do not use 03I for construction/rehabilitation of storm sewers, street drains, or storm drains. Use 03J for storm sewers and 03K for street and storm drains.</p> <p>This is an areawide benefit activity.</p> <p>Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.</p>
Environmental Code	Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed
HUD Matrix Code	03I
Authority	24 CFR 570.201(c) or 42 USC 5305(a)(2)
National Objective Codes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:</p> <p>LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income.</p> <p>LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.</p> <p>LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.</p>
Accomplishment Type	Public Facilities/Housing Units
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

WATER/SEWER IMPROVEMENTS

Program/Account #	172170-732114
Eligible Uses	<p>Installation or replacement of water lines, sanitary sewers, storm sewers, and fire hydrants. Costs of street repairs (usually repaving) made necessary by water/sewer improvement activities are included under 03J.</p> <p>For water/sewer improvements that are part of:</p> <ul style="list-style-type: none"> • More extensive street improvements use 03K. For example, an activity that involves paving six blocks of Main Street and installing 100 feet of new water lines in one of those blocks. • A housing rehabilitation activity such as water/sewer hookups (lines from a house to the street), use the appropriate 14* housing
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.</p> <p>If the water/sewer line runs under low-income block groups, consider the project as areawide. You may not charge low-income persons to recover CDBG funded capital costs to install or improve water/sewer lines in areas where CDBG funds are used on an areawide basis for the water/sewer line installation/improvement. CDBG funds recovered from persons who are not low-income are program income. In all other areas, CDBG funds may only pay the special assessments levied against low-income households for construction or improvement of the water/sewer line. This may include the water/sewer tap and related lines from the street to the homeowner property line <u>only</u>. The installation of lines and related plumbing from the property line to (and into) the home is classified as minor home repair or housing rehabilitation. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.</p>
Environmental Code	Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed
HUD Matrix Code	03J
Authority	24 CFR 570.201(c) or 42 USC 5305(a)(2)
National Objective Codes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:</p> <p>LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income.</p> <p>LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.</p> <p>LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.</p>
Accomplishment Type	People/Housing Units
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

STREET IMPROVEMENTS

Program/Account #	172170-731864
Eligible Uses	<p>Installation or repair of streets, street drains, storm drains, curbs and gutters, tunnels, bridges, and traffic lights/signs. Also use 03K:</p> <ul style="list-style-type: none"> • For improvements that include landscaping, street lighting, and/or street signs (commonly referred to as “streetscaping”). • If sidewalk improvements (see code 03L) are part of more extensive street improvements.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.</p> <p>If the street runs through low-income block groups, the project can be considered as areawide in those areas.</p> <p>You may not charge low-income persons to recover CDBG funded capital costs to install or improve streets in areas where CDBG funds are being used on an areawide basis for the street installation/improvement.</p> <p>CDBG funds recovered from persons who are not low-income are considered program income.</p> <p>In all other areas, CDBG funds may only be used to pay the special assessments levied against low-income households for construction or improvement of the street.</p> <p>Contact Contract Compliance at (248) 858-0196 when compiling</p>
Environmental Code	Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally
HUD Matrix Code	03K
Authority	24 CFR 570.201(c) or 42 USC 5305(a)(2)
National Objective Codes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:</p> <p>LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income.</p> <p>LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.</p> <p>LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.</p>
Accomplishment Type	People/Housing Units
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

SIDEWALKS

Program/Account #	172170-731745
Eligible Uses	Improvements to sidewalks. Also use 03L for sidewalk improvements that include the installation of trash receptacles, lighting, benches, and trees.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.</p> <p>If the sidewalk runs through low-income census tract block groups, the project is considered an areawide benefit activity.</p> <p>Low-income persons cannot be charged to recover CDBG funded capital costs to install or improve sidewalks in areas where CDBG funds are being used on an areawide basis for the sidewalk installation/improvement.</p> <p>CDBG funds recovered from persons who are not low income are considered program income. In all other areas, CDBG funds may only be used to pay the special assessments against low-income households for construction or improvement of the sidewalk.</p> <p>Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.</p>
Environmental Code	Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed
HUD Matrix Code	03L
Authority	24 CFR 570.201(c) or 42 USC 5305(a)(2)
National Objective Codes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:</p> <p>LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income.</p> <p>LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.</p> <p>LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.</p>
Accomplishment Type	<p>People/Housing Units/Public Facilities</p> <p>When sole purpose is to create curb cuts, report number of curb cuts using Public Facilities code. When creating curb cuts in conjunction with other sidewalk improvements, report number of people.</p>
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

CHILD CARE CENTERS

Program/Account #	
Eligible Uses	Acquisition, construction, or rehabilitation of facilities intended primarily for children age 12 and under. Examples are daycare centers and Head Start preschool centers. For the construction or rehabilitation of facilities for abused and neglected children, use 03Q; for the construction or rehabilitation of facilities for teenagers, use 03D
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
Environmental Code	Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed
HUD Matrix Code	03M
Authority	24 CFR 570.201(c) or 42 USC 5305(a)(2)
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income. LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	People/Housing Units/Public Facilities
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

TREE PLANTING

Program/Account #	172170-732021
Eligible Uses	Activities limited to tree planting (sometimes referred to as “beautification”). For streetscape activities that include tree planting, use 03K; for sidewalk improvement activities that include tree planting, use 03L.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Subsequent maintenance costs are not eligible. This is an areawide benefit activity. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
Environmental Code	Categorically Excluded
HUD Matrix Code	03N
Authority	24 CFR 570.201(c) or 42 USC 5305(a)(2)
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income. LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income. LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	Public Facilities
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

FIRE STATIONS/EQUIPMENT

Program/Account #	172170-730733
Eligible Uses	Acquisition, construction, or rehabilitation of fire stations and/or the purchase of fire trucks and emergency rescue equipment.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.</p> <p>The fire station service area must be either entirely within one or more low-income block groups, or if the service area contains both areawide and non-areawide block groups, documentation that at least 45.08%* of the fire runs in the past year were to low-income block groups within the service area. Documentation must be provided to Oakland County when applying for the project. (*percentage may change as HUD provides the county with new income data)</p> <p>If the facility to retrofit is 50 years of age or older project, plans and a historic preservation profile is required at the time of application or reprogramming. The planning unit will forward the documents to the State Historic Preservation Office (SHPO) for comment before work begins. The SHPO has 30 days from receipt of a completed profile to comment. If the SHPO does not concur, the project will have to be redesigned and resubmitted.</p> <p>Contact Planning & Evaluation at (248) 858-5312 regarding SHPO requirements before applying for this project.</p> <p>Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.</p>
Environmental Code	Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed
HUD Matrix Code	03O
Authority	24 CFR 570.201(c) or 42 USC 5305(a)(2)
National Objective Codes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:</p> <p>LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income.</p>
Accomplishment Type	Public Facilities
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

HEALTH FACILITIES

Program/Account #	
Eligible Uses	Acquisition, construction, or rehabilitation of physical or mental health facilities. Examples of such facilities include neighborhood clinics, hospitals, nursing homes, and convalescent homes. Health facilities for a specific client group should use the matrix code for that client group. For example, use 03Q for the construction or rehabilitation of health facilities for abused and neglected children.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
Environmental Code	Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed
HUD Matrix Code	03P
Authority	24 CFR 570.201(c) or 42 USC 5305(a)(2)
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income. LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	Public Facilities
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

FACILITIES FOR ABUSED AND NEGLECTED CHILDREN

Program/Account #	
Eligible Uses	Acquisition, construction, or rehabilitation of daycare centers, treatment facilities, or temporary housing for abused and neglected children.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
Environmental Code	Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed
HUD Matrix Code	03Q
Authority	24 CFR 570.201(c) or 42 USC 5305(a)(2)
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	Public Facilities
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

ASBESTOS REMOVAL

Program/Account #	
Eligible Uses	Rehabilitation of any public facility undertaken primarily to remove asbestos.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
Environmental Code	Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed
HUD Matrix Code	03R
Authority	24 CFR 570.201(c) or 42 USC 5305(a)(2)
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income. LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	Public Facilities
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

FACILITIES FOR AIDS PATIENTS (NOT OPERATING COSTS)

Program/Account #	
Eligible Uses	Acquisition, construction, or rehabilitation of facilities for the treatment or temporary housing of people who are HIV positive or who have AIDS. For the construction or rehabilitation of facilities for AIDS education and prevention, use 03P.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
Environmental Code	Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed
HUD Matrix Code	03S
Authority	24 CFR 570.201(c) or 42 USC 5305(a)(2)
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	Public Facilities
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

OTHER PUBLIC IMPROVEMENTS NOT LISTED IN 03A-03T

Program/Account #	
Eligible Uses	This matrix code replaces matrix code 03. Only use this code when an activity does not fall under a more specific 03A – 03S matrix code.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.</p> <ul style="list-style-type: none"> • Grantees may only have one public facility in an activity. Grantees must set up a separate activity for each public facility. When two or more related facilities are funded by CDBG, the grantee needs to set up a separate activity for each facility or improvement. • 03Z can be used for seawalls, bus shelters, retaining walls, and wind turbines. • 03Z can be used for activities that assist persons with disabilities by removing architectural barriers from or providing ADA improvements to government buildings (activities that otherwise would not be eligible for CDBG funding). <p>Contact Planning & Evaluation at (248) 858-5312 regarding SHPO requirements before applying for this project.</p> <p>Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.</p>
Environmental Code	Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed
HUD Matrix Code	03Z
Authority	24 CFR 570.201(c) or 42 USC 5305(a)(2)
National Objective Codes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:</p> <p>LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income.</p> <p>LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.</p> <p>LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.</p>
Accomplishment Type	People/Housing Units/Public Facilities
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

REMOVAL OF ARCHITECTURAL BARRIERS

Program/Account #	172170-731619
Eligible Uses	<p>Removal of architectural barriers in public facilities. Removal of architectural barriers within public facilities requires pre-planning. Some common activities within this category include curb cuts, wheelchair ramps, or alterations to buildings for increasing handicapped accessibility, such as wider doorways or elevators. Projects can take place community wide wherever necessary and appropriate. Barrier-free improvements to public facilities including buildings for the general conduct of government are eligible. Removal of architectural barriers does not include repairing sections of damaged sidewalk or sections of sidewalk raised by tree roots. This is an eligible Sidewalk or Minor Home Repair activity.</p> <p>Contact Planning & Evaluation at (248) 858-5312 for further consultation.</p>
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine before applying for this project.</p> <p>If the facility to retrofit is 50 years or older, project plans and a historic preservation profile is required at the time of application or reprogramming. The planning unit will forward the documents to the State Historic Preservation Office (SHPO) for comment before work begins. The SHPO has 30 days from receipt of a completed profile to comment. If the SHPO does not concur, the project will have to be redesigned and resubmitted.</p> <p>Contact Planning & Evaluation at (248) 858-5312 regarding SHPO requirements before applying for this project.</p> <p>Equipment to help disabled persons access services, such as Kurzweil-style readers, TDD machines, and large-print reading materials must be classified under public services disabled services.</p> <p>Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.</p>
Environmental Code	Categorically Excluded
HUD Matrix Code	03Z
Authority	24 CFR 570.201(c) or 42 USC 5305(a)(2)
National Objective Codes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:</p> <p>LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.</p>
Accomplishment Type	Public Facilities
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

SPECIAL ASSESSMENTS

Program/Account #	172170-731815
Eligible Uses	Special assessments levied against low- income households in non-low-income census tract block groups for sewer, street, sidewalk, water, or drainage improvements. If infrastructure improvements are completed in low-income census tract block groups on an areawide benefit basis, communities may not levy a special assessment against low-income households for the CDBG funded portion of that project.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.</p> <p>The following procedures are required: Establish a Special Assessment District (SAD) by council or board resolution. Send notices to all households in the SAD stating that assessment assistance is available to income-qualified homeowners. Have interested homeowners complete an application including income verification. Set and state a specific application cutoff date. Assess for the improvement. Pay all or part of the special assessment for those homeowners who completed an application and are qualified to receive the benefit. The special assessment charge of all low-income homeowners must be paid first. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.</p>
Environmental Code	Environmentally Assessed
HUD Matrix Code	Select either: 03I Flood and Drainage Facilities 03J Water/Sewer Improvements 03K Street Improvements 03L Sidewalks
Authority	24 CFR 570.201(c) or 42 USC 5305(a)(2)
National Objective Codes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:</p> <p>LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households. MH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.</p>
Accomplishment Type	Housing Units
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

INTERIM ASSISTANCE

Program/Account #	
Eligible Uses	<p>Only for activities undertaken either to:</p> <ul style="list-style-type: none"> • Make limited improvements (e.g., repair of streets, sidewalks, or public buildings) intended solely to arrest further deterioration of physically deteriorated areas prior to making permanent improvements. • Alleviate emergency conditions threatening public health and safety, such as removal of tree limbs or other debris after a major storm.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance (248) 858-0196 when compiling bids/specs.
Environmental Code	Categorically Excluded
HUD Matrix Code	06
Authority	24 CFR 570.201(f) or 42 USC 5305(a)(4)
National Objective Codes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:</p> <p>LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income.</p> <p>SBA - Slum/blight area basis: activities that address conditions of blight or physical decay located in a designated slum/blight area.</p> <p>SBS - Slum/blight spot basis: activities that address conditions of blight or physical decay on a spot basis not located in a designated slum/blight area.</p>
Accomplishment Type	People/Businesses/Housing Units/Public Facilities
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

PRIVATELY OWNED UTILITIES

Program/Account #	
Eligible Uses	Acquisition, reconstruction, rehabilitation, or installation of distribution lines and facilities of regulated, privately owned utilities. This includes placing new or existing distribution lines/facilities underground.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
Environmental Code	Categorically Excluded
HUD Matrix Code	11
Authority	24 CFR 570.201(I) or 42 USC 5305(a)(14)
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income. LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income. LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	People/Businesses/Housing Units/Public Facilities
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

NON- RESIDENTIAL HISTORIC PRESERVATION

Program/Account #	172170-731280
Eligible Uses	Use this code for any non-residential historic building that will be rehabilitated. Examples include the rehabilitation of an historic building for use by an historic preservation society, the renovation of an historic building for use as a museum, or the renovation of an historic building for use as a neighborhood facility.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine eligibility and SHPO requirements before applying for this project. Historic preservation is eligible on a spot slum/blight basis. Historic preservation within public facilities requires pre-planning. Contact Planning & Evaluation at (248) 858-5312 for further consultation. Documented evidence of blight and decay on the exterior of the building is required. Project plans and a historic preservation profile are required at the time of application or reprogramming. The planning unit will forward the documents to the State Historic Preservation Office (SHPO) for comment before work begins. The SHPO has 30 days from receipt of a completed profile to comment. If the SHPO does not concur, the project will have to be redesigned and resubmitted.</p> <p>Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.</p>
Environmental Code	Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed
HUD Matrix Code	16B
Authority	24 CFR 570.202(d)
National Objective Codes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:</p> <p>LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income.</p> <p>LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.</p> <p>SBS - Slum/blight spot basis: activities that address conditions of blight or physical decay on a spot basis not located in a designated slum/blight area.</p>
Accomplishment Type	Organizations
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

TORNADO SHELTERS SERVING PRIVATE MOBILE HOME PARKS

Program/Account #	
Eligible Uses	Construction or improvement of tornado-safe shelters for residents of manufactured housing parks and the provision of assistance (including loans and grants) to nonprofit and for-profit entities to do so, in accordance with Section 42 USC 5305(a)(24).
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 for further consultation. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
Environmental Code	Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed
HUD Matrix Code	23
Authority	42 USC 5305(a)(25)
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income.
Accomplishment Type	People
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

PUBLIC SERVICES

Use matrix codes in this section for CDBG assisted public services activities.

- It is important to distinguish a service from construction or rehabilitation of a facility where a service is being provided. For example, the construction or rehabilitation of a senior center is coded as 03A, but the funding of services provided at a facility for senior citizens is coded as 05A.
- Rental of a facility for a service is considered a part of delivery of service and should be treated as a public service. CDBG funds may be used to pay for labor, supplies, and material as well.
- Operation and maintenance may be paid with CDBG funds only for the portion of the building where a public service is being carried out.
- If the activity is restricted to one client group, use the matrix code for that group. For example, use 05A for senior services.
- Income payments are permissible if the payments are made directly to the provider of services on behalf of the individual or family which are used to provide basic services such as food, shelter (including payment for rent, mortgage, and/or utilities) or clothing.
- Income payments that are provided as a loan are permissible within the public services cap.
- To utilize CDBG funds for a public service, the service must be either: A new service; or a quantifiable increase in the level of an existing service which has been provided by the grantee or another entity on its behalf through State or local government funds in the 12 months preceding the submission of the grantee's Consolidated Plan Annual Action Plan to HUD. An exception to this requirement may be made if HUD determines that any decrease in the level of a service was the result of events not within the control of the local government. This provision was put into place to ensure that localities do not use CDBG funds to replace local or state monies to fund essential services typically offered by the local government entity. Specifically, the public services provision applies in the following manner:
 - If a service is new, it may be funded.
 - If it is determined whether the service was not provided by or on behalf of the local government with funding from the local government, it may be funded,
 - If it was provided by or on behalf of the local government with funding from the State or local government, and it is determined and documentable that the proposed service will be a quantifiable increase in the level of service, it may be funded.
 - The regulations do not prohibit a grantee from continuing to provide funding to a CDBG funded public service at the same or decreased level in subsequent program years.

***Ineligible Public Service Activities include political or religious activities and income payments (when occurring outside of allowable parameters stated above.)

HOMELESS/AIDS PATIENTS PROGRAMS (SUBJECT TO PUBLIC SERVICE CAP)

Program/Account #	
Eligible Uses	Costs associated with the operation of programs for the homeless or for AIDS patients, such as staff costs, utilities, maintenance, and insurance. Because payment of operating costs for these programs is a public service under CDBG, all CDBG expenditures for 03T activities are included in the calculation of the Public Services cap.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
Environmental Code	Exempt
HUD Matrix Code	03T
Authority	CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

SENIOR SERVICES

Program/Account #	172160-731712
Eligible Uses	Use code 05A for services for the elderly. 05A may be used for an activity that serves both the elderly and persons with disabilities provided it is intended primarily to serve elderly. If the activity is intended primarily to serve persons with disabilities, use 05B instead. Code 05A, Senior Services, or 05B, Services for the Disabled, may be used for activities that will provide services for both senior citizens and persons with disabilities if the activity is not intended primarily to serve one group rather than the other.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.</p> <p>This is a presumed benefit activity.</p> <p>Public services (including labor, supplies and materials) directed toward improving services and facilities including:</p> <ul style="list-style-type: none"> • Equipment and furnishings • Meal programs either meals-on-wheels or congregate • Prescription drug programs • Arts and crafts workshops • Senior Day Care • Senior Center Staff Wages • Counseling • Resource advocacy • Recreation/education services tailored to seniors including nutrition, swim exercise, dance, tax preparation, Medicaid classes and enrichment classes • Transportation of seniors to recreational events • Senior Center newsletter (for those 62+ only) <p>A current PERSON DBA REPORT must be submitted with each invoice which indicates the presumed benefit eligibility of clients served. If an agency is hired to administer this activity, contracts must be executed specifying services, duration, cost, etc.</p>
Environmental Code	Exempt
HUD Matrix Code	05A
Authority	24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
National Objective Codes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:</p> <p>LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.</p>
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

SERVICES FOR PERSONS WITH DISABILITIES

Program/Account #	172160-730535
Eligible Uses	<p>Use this code to indicate services for the persons with disabilities, regardless of age. If the activity is intended primarily for elderly persons, use 05A instead.</p> <p>Public services (including labor, supplies, and materials) directed toward improving services and facilities may include: Accessible Technologies (large print books, TDD machines)</p>
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	<p>This is a presumed benefit activity.</p> <p>Communities must develop an application and advertise the availability of disabled services.</p> <p>A current PERSON DBA REPORT must be submitted with each invoice which indicates the presumed benefit eligibility of clients served. Supporting documentation must be provided to the County to receive reimbursement.</p> <p>If an agency is hired to administer this activity, contracts must be executed specifying services, duration, cost, etc.</p>
Environmental Code	Exempt
HUD Matrix Code	05B
Authority	24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
National Objective Codes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:</p> <p>LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.</p>
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

LEGAL SERVICES

Program/Account #	172160-731073
HUD Matrix Code	05C
Authority	24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
Environmental Code	Exempt
Eligible Uses	Use this code for services providing legal aid to low- and moderate-income (LMI) persons. If the legal service is only provided for the settlement of tenant/landlord disputes, use 05K.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	This activity can be designed to serve clients who are presumed benefit. This activity can be designed to serve clients who are income qualified. This activity can be designed to serve clients who are presumed benefit and are income qualified. Public services (including labor, supplies, and materials) directed toward improving services. Communities must develop an application and advertise the availability of legal services. A current PERSON DBA REPORT must be submitted with each invoice which indicates the income eligibility or presumed benefit eligibility of clients served. Supporting documentation must be provided to the County to receive reimbursement. If an agency is hired to administer this activity, contracts must be executed specifying services, duration, cost, etc.
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

YOUTH SERVICES

Program/Account #	172160-732185
HUD Matrix Code	05D
Authority	24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
Environmental Code	Exempt
Eligible Uses	<p>Use this code for services for young people age 13 to 19. For example, recreational services limited to teenagers and teen counseling programs. 05D can also be used for counseling programs that target teens but include counseling for the family as well.</p> <p>For services for children age 12 and under, use 05L; for services for abused and neglected children, use 05N.</p>
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	<p>This activity is designed to serve clients who are from an income qualified household.</p> <p>Public services (including labor, supplies, and materials) directed toward improving services.</p> <p>Use Code 05D for services for youth from low-income families that include, for example, recreational services limited to teenagers or a teen-counseling program.</p> <p>If a counseling program is targeted for youth but includes counseling for the family as well, it may still be classified as a youth service if the focus is on counseling for youth.</p> <p>A current HOUSEHOLD DBA REPORT must be submitted with each invoice which indicates the income eligibility of the household.</p> <p>If an agency is hired to administer this activity, contracts must be</p>
National Objective Codes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:</p> <p>LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.</p>
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

TRANSPORTATION SERVICES

Program/Account #	172160-732011
HUD Matrix Code	05E
Authority	CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
Environmental Code	Exempt
Eligible Uses	Use this code for general transportation services. Transportation services for a specific client group should use the matrix code for that client group. For example, use 05A for transportation services for the elderly.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	<p>Public services (including labor, supplies, and materials) directed toward improving services. This activity can be designed to serve clients who are presumed benefit. This activity can be designed to serve clients who are income qualified. This activity can be designed to serve clients who are presumed benefit and are income qualified. Use Code 05E for all client groups. Use Code 05E to purchase/lease a vehicle for a transportation services program. (Vehicle maintenance is not eligible). Transportation services include:</p> <ul style="list-style-type: none"> • Driver/dispatcher/staff wages • Communication devices • Vehicle signage <p>Retrofitting an existing vehicle to improve access is also eligible. A current PERSON DBA REPORT must be submitted with each invoice which indicates the income eligibility or presumed benefit eligibility of clients served. Submit invoices/time reports to receive reimbursement for administrative, dispatcher, or driver wages. If an agency is hired to administer this activity, contracts must be executed specifying services, duration, cost, etc.</p>
National Objective Codes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.</p>
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

SUBSTANCE ABUSE SERVICES

Program/Account #	
HUD Matrix Code	05F
Authority	24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
Environmental Code	Exempt
Eligible Uses	Substance abuse recovery programs and substance abuse prevention/education activities. If the services are provided for a specific client group, the matrix code for that client group may be used instead. For example, substance abuse services that target teenagers may be coded either 05D or 05F.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

**SERVICES FOR VICTIMS OF DOMESTIC VIOLENCE,
DATING VIOLENCE, SEXUAL ASSAULT OR STALKING**

Program/Account #	172160-730137-40620
HUD Matrix Code	05G
Authority	24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
Environmental Code	Exempt
Eligible Uses	Use this code only for services for victims of domestic violence, dating violence, sexual assault or stalking. For services limited to abused and neglected children, use 05N.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	<p>This is a presumed benefit activity.</p> <p>This activity represents a County executed and administered one-year contract with HAVEN.</p> <p>HAVEN and Oakland County will agree to a per unit service cost and HAVEN will invoice the County quarterly for services provided.</p> <p>HAVEN will submit performance and PERSON DBA REPORT as required in the contract.</p> <p>The County will issue payment and at the end of the contract period any community balance will be expended for a 24-hour crisis hotline. HAVEN will report directly to the Community & Home Improvement Division and the Division will report accomplishments to the participating communities on a quarterly basis. The report will include a list of services rendered and cost for the quarter and year-to-date.</p>
National Objective Codes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:</p> <p>LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.</p>
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

EMPLOYMENT TRAINING

Program/Account #	
HUD Matrix Code	05H
Authority	24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
Environmental Code	Exempt
Eligible Uses	Assistance to increase self-sufficiency, including literacy, independent living skills, resume writing, job coaching, “how to get and keep a job” training, or training students in a popular field or skill when there is no tie to a specific position or business. For activities providing training for specific permanent jobs with specific businesses, use 18A.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

CRIME AWARENESS

Program/Account #	172160-TBD
HUD Matrix Code	05I
Authority	24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
Environmental Code	Exempt
Eligible Uses	Promotion of crime awareness and prevention, including crime prevention education programs, community-oriented policing programs above and beyond normal staffing levels, installation of security cameras, and paying for security guards.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

FAIR HOUSING ACTIVITIES SUBJECT TO PUBLIC SERVICE CAP)

Program/Account #	
HUD Matrix Code	05J
Authority	24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
Environmental Code	Exempt
Eligible Uses	Fair housing services (e.g. counseling on housing discrimination) as public services. The activity needs to meet a national objective. For fair housing services activities carried out as part of general
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

TENANT/LANDLORD COUNSELING

Program/Account #	
HUD Matrix Code	05K
Authority	24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
Environmental Code	Exempt
Eligible Uses	Counseling to help prevent or settle disputes between tenants and landlords.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

CHILD CARE SERVICES

Program/Account #	
HUD Matrix Code	05L
Authority	24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
Environmental Code	Exempt
Eligible Uses	Services that will benefit children (generally under age 13), including parenting skills classes. For services exclusively for abused and neglected children, use 05N.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

HEALTH SERVICES

Program/Account #	
HUD Matrix Code	05M
Authority	24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
Environmental Code	Exempt
Eligible Uses	Services addressing the physical health needs of residents of the community. For mental health services, use 05O.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

SERVICES FOR ABUSED AND NEGLECTED CHILDREN

Program/Account #	
HUD Matrix Code	05N
Authority	24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
Environmental Code	Exempt
Eligible Uses	Daycare and other services exclusively for abused and neglected children.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

MENTAL HEALTH SERVICES

Program/Account #	
HUD Matrix Code	05O
Authority	24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
Environmental Code	Exempt
Eligible Uses	Services addressing the mental health needs of residents of the community.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

SCREENING FOR LEAD BASED PAINT/LEAD HAZARDS

Program/Account #	
HUD Matrix Code	05P
Authority	24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
Environmental Code	Exempt
Eligible Uses	<p>Activities undertaken primarily to provide screening for lead poisoning. Note:</p> <ul style="list-style-type: none"> • Use 05P to test people for possible lead poisoning. • Use 14I to test buildings/properties for presence of lead contamination.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.</p> <p>Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.</p>
National Objective Codes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:</p> <p>LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.</p>
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

SUBSISTENCE PAYMENTS

Program/Account #	172160-730571
HUD Matrix Code	05Q
Authority	24 CFR 570.207(b)(4) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
Environmental Code	Exempt
Eligible Uses	One-time or short-term (no more than three months) emergency payments on behalf of individuals or families, generally for the purpose of preventing homelessness. Examples include utility payments to prevent cutoff of service and, rent/mortgage payments to prevent eviction.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	<p>This activity can be designed to serve clients who are presumed benefit. This activity can be designed to serve clients who are income qualified. This activity can be designed to serve clients who are presumed benefit and are income qualified.</p> <p>Communities must develop an application and advertise the availability of emergency services.</p> <p>A current PERSON DBA REPORT must be submitted with each invoice which indicates the income eligibility of clients served.</p> <p>Supporting documentation must be provided to the County to receive reimbursement.</p> <p>Housing/utility payments can last no more than three consecutive months per household or family.</p> <p>If an agency is hired to administer the activity, contracts must be executed specifying services, duration, cost, etc.</p>
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

**HOMEBUYER DOWNPAYMENT ASSISTANCE -
EXCLUDING HOUSING COUNSELING, UNDER 24 CFR 5.100**

Program/Account #	
HUD Matrix Code	05R
Authority	24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
Environmental Code	Exempt
Eligible Uses	<p>Homebuyer downpayment assistance provided as a PUBLIC SERVICE. If housing counseling (under 24 CFR 5.100) is provided to in conjunction with downpayment assistance, report housing counseling separately under matrix code 05Y. If referral services, homeownership education programs, or general budget/financial counseling are provided to homebuyers in conjunction with downpayment assistance as part of a package, then the services are considered activity delivery costs as a part of an 05R activity.</p> <ul style="list-style-type: none"> • It is subject to the public service cap, unless the assistance is provided by a CBDO in an NRSA or by a 105(a)(15) entity. • Only report the number of households that received downpayment assistance as accomplishments for 05R. • For more extensive types of homeownership assistance provided under authority of the National Affordable Housing Act, use code 13B.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.</p> <p>Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.</p>
National Objective Codes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:</p> <p>LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.</p>
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

RENTAL HOUSING SUBSIDIES

Program/Account #	
HUD Matrix Code	05S
Authority	24 CFR 570.204 or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
Environmental Code	Exempt
Eligible Uses	Tenant subsidies exclusively for rental payments for more than three months. Activities providing this form of assistance must be carried out by CBDOs or 105(a)(15) entities.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

SECURITY DEPOSITS

Program/Account #	
HUD Matrix Code	05T
Authority	24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
Environmental Code	Exempt
Eligible Uses	Tenant subsidies exclusively for payment of security deposits.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

HOUSING COUNSELING SERVICES ONLY, UNDER 24 CFR 5.100

Program/Account #	132210-702010
HUD Matrix Code	05U
Authority	24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
Environmental Code	Exempt
Eligible Uses	Housing counseling, under 24 CFR 5.100, for renters, homeowners, and/or potential new homebuyers that is provided as an independent public service (i.e., not as part of another eligible housing activity).
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	<p>Public services include labor, supplies, and materials directed toward improving housing counseling services. Use this code to indicate funds for services are provided through the Oakland County Community & Home Improvement Housing Counseling Unit. Services include assistance with:</p> <ul style="list-style-type: none"> • Preventing Mortgage or Property Tax Foreclosure • Reverse Mortgages for those Aged 62 or Older • Home Buying Process • Tenant Rights and Responsibilities • Credit and Budget Issues • Home Repairs, Subsidized Housing and Rental Assistance for Low-Income Households • Housing Discrimination • Preventing Homelessness • Referrals to various agencies for short-term help to prevent homelessness
National Objective Codes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:</p> <p>LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.</p>
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

NEIGHBORHOOD CLEANUPS

Program/Account #	
HUD Matrix Code	05V
Authority	24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
Environmental Code	Exempt
Eligible Uses	One-time or short-term efforts to remove trash and debris from neighborhoods. Examples of legitimate uses of this code include neighborhood cleanup campaigns and graffiti removal.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

FOOD BANKS

Program/Account #	
HUD Matrix Code	05W
Authority	24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
Environmental Code	Exempt
Eligible Uses	Costs associated with the operation of food banks, community kitchens, and food pantries, such as staff costs, supplies, utilities, maintenance, and insurance.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

HOUSING INFORMATION AND REFERRAL SERVICES

Program/Account #	
HUD Matrix Code	05X
Authority	24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
Environmental Code	Exempt
Eligible Uses	An activity that provides housing information, education, and referral services, or general budget/financial counseling that does not meet the 24 CFR 5.100 definition of Housing Counseling.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

**HOUSING COUNSELING, UNDER 24 CFR 5.100
SUPPORTING HOMEBUYER DOWNPAYMENT ASSISTANCE (05R)**

Program/Account #	
HUD Matrix Code	05Y
Authority	24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
Environmental Code	Exempt
Eligible Uses	Housing Counseling, under 24 CFR 5.100, that is provided to in conjunction with homebuyer downpayment assistance (05R) as a public service.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

OTHER PUBLIC SERVICES NOT LISTED IN 03T AND 05A-05Y

Program	172160		
HUD Matrix Code	05Z		
Eligible Uses	Only use code when an activity does not fall under a more specific 05A-05Y code. An example of a legitimate use of this code is when a public service activity that does not have a more specific matrix code, provides services to multiple groups of clients such as seniors, persons with disabilities and homeless persons. For instance, for a “meals on wheels” program for seniors and persons with disabilities, use 05Z. If this program had been available to only seniors, the correct matrix code is 05A.		
Account #	Safety & Repair - 731665		
Small jobs that are less than \$600 and can be completed in a reasonable time. A permit typically is not required. A local maintenance/ handyperson can complete the jobs.			
Safety Devices		Repair Services	
Bed Aide/Commode	Jell Cushion	Cabinets & Countertops	Roof repair
Bells/Whistles/Monitors/Amps	Large Button Phone	Caulk Tub/Toilets/ Windows	Siding < 20 sq. ft.
Blood Pressure Monitors	Magnifying Glass/Sheet	Chimney	Sinks/Faucets installed
Bottle/Jar Openers	Non-skid Tub	Elec Outlets/Switches/Cover Plates	Smoke/CO detectors installed
Canes	Mat/Strips	Floor repair	Stairs & Handrail
Laundry/Shopping Carts	Pill Boxes	Gutter/Downspout	Storm Doors installed
Clapper	Power Outlet Strip	Duct work/Pipe/Water heater insulation	Supply Lines
CO Detectors	Raised Toilet Seats	Light Bulbs change	Thermostats installed
Diapers/Pads	Reachers	Lock Sets & Dead Bolts installed	Toilets installed
First Aid Kits	Shower Chair/Transfer Bench	Patch < 2 sf holes in drywall/plaster	Tree Trimming
Flashing Telephones	Smoke Detector	Porch & Deck < 20 sf	Waste Lines
Flashlights/Night Lights	Talking Clock/ Watch/Keychain		
Grab Bars installed	Wheelchairs/Walkers		
Handheld Showers			
Housekeeping - 730880		Yard Services - 732170	
Projects to clean the interior of a home.		Lawn service, snow removal, spring/fall yard clean up, gutter cleaning, tree trimming, and dangerous tree	
Authority	24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)		
Environmental Code	Exempt		
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.		
Notes	This activity can be designed to serve clients who are presumed benefit, income qualified or clients who are presumed benefit and income qualified. Communities must develop an application and advertise availability of services. A current PERSON DBA REPORT must be submitted with each invoice which indicates the income eligibility or presumed benefit eligibility of clients served. Supporting documentation must be provided to the County to receive reimbursement. If an agency is hired to administer the activity, contracts must be executed specifying services, duration, cost, etc.		
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.		
Accomplishment Type	People		
Performance Objective	Suitable Living Environment		
Performance Outcome	Improved Availability/Accessibility		

HOUSING

Housing includes new construction and rehabilitation.

- Reconstruction of housing is eligible as is rehabilitation. Replacement of stick-built residential structures with manufactured housing units, or vice versa, is eligible as reconstruction of housing.
- Manufactured housing may be rehabilitated if it is considered part of the community's permanent housing stock.
- Wiring multifamily properties for broadband internet service, as part of substantial rehabilitation as defined in 24 CFR 5.100, should be treated as a cost of the rehabilitation, not broken out separately.
- Conversion of non-residential structures to housing is eligible as rehabilitation (esp. significant for 14B, 14D, 14G).
- Rehabilitation of housing can include water/sewer hookups, running water/sewer lines from a house out to the street, installation/rehabilitation/replacement of wells, septic tanks, septic drain fields, etc.
- Historic preservation work that is done as part of other housing rehabilitation can be included in the relevant matrix code.
- Installation or replacement of landscaping materials, sidewalks, and driveways can be included when the costs are incidental to the rehabilitation of the property.

LOSS OF RENTAL INCOME

Program/Account #	
HUD Matrix Code	09
Authority	24 CFR 570.201(j) or 42 USC 5305(a)(6)
Environmental Code	Exempt
Eligible Uses	Use this code for Payments to owners of housing for loss of rental income due to temporarily holding rental units for persons displaced by CDBG-assisted activities.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income. LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income. LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	Housing Units
Performance Objective	Provide Decent Affordable Housing
Performance Outcome	Affordability

CONSTRUCTION OF HOUSING

Program/Account #	
HUD Matrix Code	12
Authority	24 CFR 570.201(m), 570.204 or 42 USC 5305(a)(15)
Environmental Code	Environmentally Assessed
Eligible Uses	Construction of housing with CDBG funds must either be: carried out by CBDOs, in accordance with the regulations at 24 CFR 570.204(a); in accordance with 42 USC 5305(a)(15); or last resort housing under the provisions of the Uniform Act, 42 USC Part 49.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	Housing Units
Performance Objective	Provide Decent Affordable Housing
Performance Outcome	Affordability

HSG COUNSELING, UNDER 24 CFR 5.100, FOR HOMEOWNERSHIP ASSIST 13B

Program/Account #	
HUD Matrix Code	13A
Authority	24 CFR 570.201(n) or 42 USC 5305(a)(24)
Environmental Code	Exempt
Eligible Uses	Housing Counseling, under 24 CFR 5.100, when provided in conjunction with direct homeownership assistance 13B. Report housing counseling under matrix code 13A as a separate activity.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	Housing Units
Performance Objective	Provide Decent Affordable Housing
Performance Outcome	Affordability

HOMEOWNERSHIP ASSIST - EXC HSG COUNSELING UNDER 24 CFR 5.100

Program/Account #	
HUD Matrix Code	13B
Authority	24 CFR 570.201(n) or 42 USC 5305(a)(24)
Environmental Code	Exempt
Eligible Uses	<p>CDBG funds may be used to provide direct homeownership assistance under 24 CFR 570.201(n) and Section 105(a)(24) of the HCDA under the low- and moderate-income housing national objective [24 CFR 570.208(a)(3) and 570.483(b)(3)]. Direct homeownership assistance may include:</p> <ul style="list-style-type: none"> • Subsidizing interest rates and mortgage principal amounts to make loan payments affordable. This may include making grants to reduce the effective interest rates charged on the loans. Low-or no-interest subordinate loans can also be used to reduce overall loan repayment amounts. • Financing the cost of acquiring property already occupied by renter households at terms needed to make the purchase affordable. • Paying all or a part of the premium on behalf of the homebuyer for mortgage insurance required upfront by a private mortgagee. • Paying any or all of the reasonable closing costs associated with the home purchase on behalf of the homebuyer. • Paying up to 50 percent of the down payment required by the mortgagee for the purchase on behalf of the homebuyer. (The 50 percent limitation on downpayment assistance is a statutory requirement. Grantee records must document what amount of downpayment is required by the mortgagee, and must clearly distinguish between the amount of CDBG funds being provided for downpayment assistance vs. the amount provided for subsidizing the mortgage principal, for closing costs, for mortgage insurance, etc.)
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	<p>If Housing Counseling, under 24 CFR 5.100, is provided in conjunction with direct homeownership assistance, report housing counseling under matrix code 13A, as a separate activity.</p> <ul style="list-style-type: none"> • If referral services, homeownership education programs, or general budget/financial counseling is provided to homebuyers in conjunction with homeownership assistance, the services are considered activity delivery costs as part of a 13B activity. • All recipients of assistance provided under matrix code 13B must be low/moderate income and the activity must meet the LMH national objective. • Only report the number of households that received homeownership assistance as accomplishments for 13B. <p>Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.</p> <p>Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.</p>
National Objective Codes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:</p> <p>LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be</p>
Accomplishment Type	Housing Units
Performance Objective	Provide Decent Affordable Housing
Performance Outcome	Affordability


REHABILITATION; SINGLE UNIT RESIDENTIAL

Program/Account #	132290-730898
Eligible Uses	Rehabilitation of privately owned, single-unit homes. If Housing Counseling under 24 CFR 5.100 is provided in conjunction with rehabilitation, report Housing Counseling under matrix code 14L separately. If referral services, or general budget/financial counseling is provided to residents in conjunction with rehabilitation, the services are considered activity delivery costs as a part of a 14A activity.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contract work of the County's Home Improvement Program which is available to income qualified homeowners of single-family owner-occupied units and owner occupants of attached single family rental (2-4 units) in participating communities. Funding for this activity is transferred to the Oakland County Home Improvement Program. Communities cannot specify that funds be invested in their community. Projects to bring the homes of low-income persons up to decent, safe, and sanitary conditions per Oakland County Housing Rehabilitation Property Standards.
Environmental Code	Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed
HUD Matrix Code	14A
Authority	24 CFR 570.202(a)(1) or 42 USC 5305(a)(4)
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	Housing Units
Performance Objective	Provide Decent Affordable Housing
Performance Outcome	Affordability

MINOR HOME REPAIR (REHAB; SINGLE UNIT RESIDENTIAL)

Program/Account #	172170-731227
Eligible Uses	Use this code for loans and grants for the rehabilitation of privately-owned homes. NOTE: Under CDBG, single family means one-unit structures. Less extensive repairs (no more than \$5,000) to a home that do not necessarily bring it up to Universal Property Condition Standards (UPCS).
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Minor Home Repairs must conform to Oakland County guidelines and State of MI Lead Based Paint requirements. This is a strictly income qualified project. Documentation of income eligibility must be kept on file. A current HOUSEHOLD DBA REPORT must be submitted with each invoice. If an agency is hired to administer this activity, contracts must be executed specifying services, duration, cost, etc. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs
Environmental Code	Categorically Excluded
HUD Matrix Code	14A
Authority	24 CFR 570.202(a)(1) or 42 USC 5305(a)(4)
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	Housing Units
Performance Objective	Provide Decent Affordable Housing
Performance Outcome	Affordability
Minor Home Repairs include the following:	
Clean, adjust, test and replace furnaces	Replace defective windows (see LBP provisions)
Replace water heaters	Install storm doors and/or storm windows
Replace garbage disposals	Replace roofs, downspouts, gutters and siding
Replace toilets	Tuckpoint chimneys
Replace shower heads and tub/laundry/kitchen faucets	Paint interior & exterior of homes built after 1978 (see LBP provisions)
Repair water and waste lines	Remove large items or large amounts of debris from and around home
Rod sewer lines	Remove architectural barriers
Change electrical services	Correct single code violations
Replace defective light fixtures	Repair sidewalk and driveway tripping hazards
Install switches and light at entry ways	Replace wall/ceiling plaster/drywall (See LBP provisions)
Replace accessible defective wiring	Connect residences to municipal water and/or sewer
Replace entrance doors (see LBP provisions)	Install battery operated or hard-wired smoke detectors
Replace porch decks, stairs and handrails	One-time insect/vermin extermination
Reinforce porches	Dangerous tree or limb removal

MOBILE HOME MINOR HOME REPAIR (MHMR) (REHAB; SINGLE UNIT RES)

Program/Account #	172170-731244-40620		
Eligible Uses	Use this code for loans and grants for the rehabilitation of privately-owned mobile homes. Less extensive repairs (no more than \$5,000) to a mobile home that do not necessarily bring it up to Universal Property Condition Standards (UPCS). NOTE: Under CDBG, single family means one-unit structures. Participating community may allocate CDBG funds to upgrade designated mobile homes.		
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.		
Notes 	<p>Eligible Communities- Participating communities with multiple mobile home parks should prioritize and specify park(s) to align funding with need. Eligible Applicants- Applicants must own the unit being repaired, income qualify per HUD Section 8 Income Limits, and require eligible repairs. Maximum Grant per Unit- \$5,000 Eligible Repairs- Roof replacement, furnace repair/replacement, hot water heater repair/replacement, ADA ramps, minor plumbing leaks, park violations, skirting, and safety repairs. Other repairs may be made on a case by case basis. No lead repairs are eligible. Application Process- Clients are served on a first-come, first-served basis as determined by eligible vendors's receipt of a complete application. No customer will be served until the application and eligibility process is completed. Emergency Needs- This is not an Emergency Program- For heating emergencies (NO HEAT 10/1-4/1), vendor will make every effort to refer customers to emergency programs and on a case-by-case basis make every effort to address no-heat situations. Program Promotion- Participating communities, vendor and the County will promote the program. One Contract- Participating communities will designate funds for the MHR for Oakland County Neighborhood & Housing Development (NHD) to provide to the vendor in one single contract. The contract will include a list of participating communities and funds provided. The vendor will reserve \$5,000 of a community's funding per local applicant. Priority will be given to current, approved weatherization customers from each community who need the eligible CDBG funded items. Reporting- the vendor will report directly to the NHD Division and participating communities on a quarterly basis. The report will include a list of the number of units to be done in each community according to funding received, and the number and cost of completed units in each community for the quarter and year-to-date. A copy of the contract listing each community and allocation amount and quarterly productivity reports will be provided to each community for local files. Contract Payments- the vendor will request payment directly from Oakland County. Funds will be paid directly through NHD using funds allocated by participating communities. Contract Duration- The contract duration and service delivery period will be one year. At the end of the contract period, any community that has not generated the appropriate number of referrals will be notified. If no applicants are forthcoming, all balances from the participating communities will be expended to serve approved applicants from any eligible area on a first come, first served basis. Residual Balances- At any time during the program, when the balance of a community's funds reaches \$500 or less, this balance will become part of the program general fund and used to serve customers from any eligible municipality. These customers will be served on a first come, first served basis determined by the receipt of a completed application. Every effort will be made to expend funds within the contributing community. Administrative Costs- 20% of the total grant will be available for the vendor's administrative purposes including income eligibility determination, file documentation inspection process, bid process and contractor oversight, quality control, invoicing, tracking, and reporting.</p>		
Environmental Code	Categorically Excluded	HUD Matrix Code	14A
Authority	24 CFR 570.202(a)(1) or 42 USC 5305(a)(4)		
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.	Accomplishment Type	Housing Units
Performance Objective	Provide Decent Affordable Housing	Performance Outcome	Affordability

REHABILITATION; MULTI-UNIT RESIDENTIAL

Program/Account #	
Eligible Uses	<p>Rehabilitation of privately-owned buildings with two or more permanent residential units. If Housing Counseling under 24 CFR 5.100 is provided in conjunction with rehabilitation, report Housing Counseling under matrix code 14L separately. If referral services or general budget/financial counseling is provided to residents in conjunction with rehabilitation, the services are considered activity delivery costs as a part of a 14B activity.</p> <p>For the rehabilitation of units that will provide temporary shelter or transitional housing for the homeless, use 03C.</p>
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Projects to bring the homes of low-income persons up to decent, safe, and sanitary conditions per local building codes and Universal Property Condition Standards (UPCS).
Environmental Code	Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed
HUD Matrix Code	14B
Authority	24 CFR 570.202(a)(1) or 42 USC 5305(a)(4)
National Objective Codes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:</p> <p>LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.</p>
Accomplishment Type	Housing Units
Performance Objective	Provide Decent Affordable Housing
Performance Outcome	Affordability

REHABILITATION: PUBLIC HOUSING MODERNIZATION

Program/Account #	
Eligible Uses	Rehabilitation of housing units owned/operated by a public housing authority (PHA).
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.
Environmental Code	Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed
HUD Matrix Code	14C
Authority	24 CFR 570.202(a)(2) or 42 USC 5305(a)(4)
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	Housing Units
Performance Objective	Provide Decent Affordable Housing
Performance Outcome	Affordability

REHABILITATION: OTHER PUBLICLY OWNED RESIDENTIAL BUILDINGS

Program/Account #	132290-730898
Eligible Uses	Rehabilitation of permanent housing owned by a public entity other than a PHA. For the rehabilitation of other publicly owned buildings that will provide temporary shelter or transitional housing for the homeless, use 03C.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
Environmental Code	Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed
HUD Matrix Code	14D
Authority	24 CFR 570.202(a)(2) or 42 USC 5305(a)(4)
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	Housing Units
Performance Objective	Provide Decent Affordable Housing
Performance Outcome	Affordability

REHABILITATION: ENERGY EFFICIENCY IMPROVEMENTS

Program/Account #	
Eligible Uses	Housing rehabilitation with the sole purpose of improving energy efficiency (e.g., a weatherization program). For energy efficiency improvements to public housing units, use 14C; for other publicly owned residential buildings, use 14D.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
Environmental Code	Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed
HUD Matrix Code	14F
Authority	24 CFR 570.202(b)(4) or 42 USC 5305(a)(4)
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	Housing Units
Performance Objective	Provide Decent Affordable Housing
Performance Outcome	Affordability

REHABILITATION: ACQUISITION

Program/Account #	
Eligible Uses	Acquisition of property to be rehabilitated for housing. 14G may be used whether CDBG funds will pay only for acquisition or for both acquisition and rehabilitation.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
Environmental Code	Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed
HUD Matrix Code	14G
Authority	24 CFR 570.202(b)(1) or 42 USC 5305(a)(1)
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	Housing Units
Performance Objective	Provide Decent Affordable Housing
Performance Outcome	Affordability

REHABILITATION: ADMINISTRATION

Program/Account #	132280-731605
Eligible Uses	<p>All delivery costs (including staff, other direct costs, and service costs) directly related to carrying out housing rehabilitation activities. Examples include appraisal, architectural, engineering, and other professional services; preparation of work specifications and work write-ups; loan processing and underwriting; survey, site and utility plans; application processing.</p> <p>14H should be used when the CDBG funds are used for activity delivery costs in implementing a program where the rehabilitation hard costs are paid with other funding sources.</p> <p>Do not use 14H for the costs of actual rehabilitation and do not use it for costs unrelated to running a rehabilitation program (e.g., tenant/landlord counseling).</p> <p>For administration activities carried out as part of general program administration (and thus not required to meet a national objective), use code 21A.</p>
Project Delivery Costs	Not applicable
Notes	Documents such as monthly time reports are required.
Environmental Code	Exempt
HUD Matrix Code	14H
Authority	24 CFR 570.202(b)(9) or 42 USC 5305(a)(4)
National Objective Codes	<p>Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:</p> <p>LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income.</p> <p>LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.</p> <p>LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.</p>
Accomplishment Type	Not Applicable (N/A)
Performance Objective	Not Applicable (N/A)
Performance Outcome	Not Applicable (N/A)

LEAD-BASED PAINT/LEAD HAZARDS TESTING/ABATEMENT

Program/Account #	
Eligible Uses	Housing rehabilitation activities with the primary goal of evaluating housing units for lead-paint hazards and reducing lead-based paint/lead hazards in units. For lead-based paint/lead hazards screening of persons, use 05P.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
Environmental Code	Categorically Excluded
HUD Matrix Code	14I
Authority	24 CFR 570.202(f) or 42 USC 5305(a)(26)
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	Housing Units
Performance Objective	Provide Decent Affordable Housing
Performance Outcome	Affordability

HOUSING SERVICES - EXC HOUSING COUNSELING, UNDER 24 CFR 5.100

Program/Account #	
Eligible Uses	Housing services, except Housing Counseling, under 24 CFR 5.100, in support of the HOME Program, eligible under 24 CFR 570.201(k).
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
Environmental Code	Exempt
HUD Matrix Code	14J
Authority	24 CFR 570.201(k) or 42 USC 5305(a)(20)
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	Housing Units
Performance Objective	Provide Decent Affordable Housing
Performance Outcome	Affordability

HOUSING COUNSELING, UNDER 24 CFR 5.100, SUPPORTING HOME PROGRAM HOUSING ACTIVITIES

Program/Account #	
Eligible Uses	Housing Counseling, under 24 CFR 5.100, in support of a HOME-funded housing assistance program.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
Environmental Code	Exempt
HUD Matrix Code	14K
Authority	24 CFR 570.201(k) or 42 USC 5305(a)(20) Housing Counseling, under
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	Housing Units
Performance Objective	Provide Decent Affordable Housing
Performance Outcome	Affordability

**HOUSING COUNSELING, UNDER 24 CFR 5.100
IN CONJUNCTION WITH CDBG ASSISTED HOUSING REHABILITATION**

Program/Account #	
Eligible Uses	Housing Counseling, under 24 CFR 5.100, in support of CDBG assisted housing rehabilitation activities, including 14A-14D, 14F-14I, and 16A.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.
Environmental Code	Exempt
HUD Matrix Code	14L
Authority	24 CFR 570.202 or Section 42 USC 5305(a)(4)
National Objective Codes	Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include: LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	Housing Units
Performance Objective	Provide Decent Affordable Housing
Performance Outcome	Affordability

CODE ENFORCEMENT

Program/Account #	172170-730310
Eligible Uses	Code enforcement involves the payment of salaries related to the enforcement of state and/or local codes. Code enforcement cannot pay the costs of correcting code violations. CDBG funds may be used for code enforcement only in deteriorating or deteriorated areas where such enforcement, together with public improvements, rehabilitation and services to be provided, may be expected to arrest the decline of the area, and provided the code enforcement meets a national objective of the CDBG program. Reference: s570.202(c).
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	This is an areawide benefit activity. See HUD CPD-14-016 below and application pages for specific requirements. Communities should refer clients to the Oakland County Home Improvement Program so that low-income persons can correct violations cited under CDBG funded code enforcement without being unduly burdened financially. Time reports must be submitted to receive reimbursement for this activity. Provide the number of inspections when requesting reimbursement.
Environmental Code	Exempt
HUD Matrix Code	15
Authority	24 CFR 570.202(c) or 42 USC 5305(a)(3)
National Objective Codes	In order to meet a National Objective and be eligible for Code Enforcement funding: LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income. Code Enforcement is eligible only in primarily residential service areas.
Accomplishment Type	Report People when Code Enforcement consists of inspecting privately-owned vacant lots and/or tagging abandoned vehicles. When Code Enforcement includes inspection of multiple types of property, report Housing Units in the proposed and actual unit's fields and report number of People, Businesses and/or Organizations inspected, as appropriate, in Accomplishments Narrative.
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: November 13, 2023

TOPIC: Receive and File Sample Ethics Board Opinion - City of Birmingham

BACKGROUND BRIEF:

Village Attorney Kucharek requested that Village Council receive a copy of a sample board of ethics opinion from the City of Birmingham so that council and the public can gain insight and perspective on the work of the board of ethics and the nature, scope, and extent of its review and opinions.

Attached is the sample opinion for the information of council.

SUMMARY OF PREVIOUS COUNCIL ACTION:

None

FINANCIAL IMPACT:

None

RECOMMENDED MOTION:

To receive and file the City of Birmingham sample Board of Ethics Advisory Opinion No. 2023-01 provided for informational purposes by Village Attorney Kucharek.

ATTACHMENTS:

Birmingham Ethics Advisory Opinion 2023-01

BIRMINGHAM BOARD OF ETHICS

ADVISORY OPINION

2023-01

INTRODUCTION

Birmingham City Manager Thomas Markus asked the Birmingham Board of Ethics for an advisory opinion as to whether certain conduct or anticipated conduct of Birmingham City Commissioner Brad Host conforms to the Birmingham Code of Ethics. Commissioner Host, through counsel, responded in writing. The parties then appeared in person and presented their positions at a Board hearing on March 7, 2023. This advisory opinion presents the Board's decision.

SUMMARY OF DECISION

The city manager's written Request for Advisory Opinion (hereafter, "Request") focuses on Commissioner Host's actions concerning *Birmingham Plan 2040*, a proposed master plan for the physical development of the community. His actions particularly included written and video social media posts and correspondence to constituents. As one of seven elected members of the Birmingham City Commission, Commissioner Host will vote for or against the plan. Core to the city manager's Request is the concern that Commissioner Host's comments ahead of that vote reflect bias, interfere with the proper function of government, and could result in a conflict of interest.

The Board finds that some of Commissioner's Host's conduct fell short of what the Code of Ethics requires. Some of his communications about the 2040 Plan contained misstatements of fact, and all of them failed to identify whether he was speaking in his official or private capacity. The Board also finds, however, that Commissioner Host later corrected or withdrew most of the communications containing those misstatements. Through this opinion, the Board offers advice to Commissioner Host and other city commissioners on more closely conforming to the Code of Ethics—both as to how they not only must conform to the Code's minimum requirements, but how they can exceed those minimum requirements and fulfill the hope expressed in the Code that the conduct of public officials meet the highest ethical standards.

MOTION TO DISMISS: DENIED

By written response and oral argument of his counsel at the hearing, Commissioner Host moved to dismiss the matter, contending that the Request failed to present each question upon which an opinion is desired, did not include all facts

giving rise to each question presented, and did not include all relevant authorities, as required on the city's advisory opinion request form.¹ Commissioner Host also moved for a summary decision on the basis that the Request is barred by other disposition of the matter or for a summary opinion on the basis that there is no genuine issue of any material fact.²

The Board denied the motions, ruling that the Request provides sufficient basis for it to proceed with the matter. The Board found that the issues, facts, and legal standards were stated sufficiently for it to render advice to Mr. Host and the city. Indeed, the Request presented those matters with particularity. The Board further ruled that there has been no prior disposition of the matter, and there exists a genuine issue of material fact.

DECISION

FINDINGS OF FACT

Birmingham Plan 2040

The Michigan Planning Enabling Act provides for the City of Birmingham to adopt a master plan for its future. The statute says that the general purpose of a master plan is to “guide and accomplish” local development that satisfies specified criteria. The plan needs to be “coordinated, adjusted, harmonious, efficient, and economical.” It must consider “the character of the planning jurisdiction and its suitability for particular uses, judged in terms of such factors as trends in land and population development.” And it must be designed in accordance with present and future needs to “best promote public health, safety, morals, order, convenience, prosperity, and general welfare.” (MCL § 125.3807 (2) (a)-(c)).

A key element of Birmingham's current planning is its proposed *Birmingham Plan 2040*, a comprehensive master plan that is nearing completion after a four-year process. That process has involved countless hours of citizen input, drafting, and review by city staff and consultants, and consideration by the Birmingham Planning Board and the Birmingham City Commission. To support that effort, the city provided a social media platform to post drafts and reviews of the plan and to solicit and receive comments from citizens. (See <https://www.thebirminghamplan.com>).

As contemplated by the statute, the 2040 Plan, as it has become known, is intended to guide the city's land-use decisions for years to come. It does not set

¹ Birmingham Board of Ethics Rule 201 requires an advisory opinion to be in writing and filed with the Birmingham City Clerk on a form prescribed by the clerk, who will present it to the Board for consideration. Rule 202(a) allows the clerk to administratively dismiss a request for advisory opinion that fails to comply with Rule 201.

² Rule 204 allows the Board to issue a summary decision without hearing if the request is barred by other disposition of the matter. Rule 205 allows for a summary opinion if there is no genuine issue of material fact.

specific requirements for that use; those requirements must by law be established through the city's zoning activities that involve several city boards or commissions and, ultimately, the city commission. Rather, it presents a vision for the future by expressing long-range goals and objectives to inform the city's future planning and zoning decisions. The plan does not direct those decisions.

Among other techniques, the 2040 Plan employs a land-use planning concept called "seams." Seams are areas of land that serve as connectors across planning districts and as buffers between districts and other types of neighborhoods. For example, sometimes multi-family dwellings are permitted in a seam as a buffer between single-family dwellings and larger, active roadways.

Commissioner Host's Stated Opposition to the 2040 Plan

Over the years, Commissioner Host has established a reputation of favoring single-family homes over large-scale and multi-family development within Birmingham. As work on the 2040 Plan nears completion, Commissioner Host has acted against it. Across the fall of 2022, he published on social media a series of video clips containing the following statements (the Board has highlighted particular factual assertions):

Video # 1 (date uncertain): "Hey, here we are at Grant and Lincoln. And **in the 2040 Plan as proposed, they're going to rezone to multiples all of the south side of Lincoln** between here and Woodward. If you are in the St. James or Pierce neighborhood, what do you think about that? **Do you want this rezoning?** We have attached a link so you can tell the Planning Board and the master planners what you think."

Video # 2 (October 31, 2022): "Here I am on Oakland Street between the Woodwards, looking at the Little San Francisco area. And this is full of gorgeous homes and they're right here. **And these five homes as well as the two lots over near Woodward are going to be rezoned to multiple. How long do you think these gorgeous homes are going to last after they're rezoned.** What do you think? There's a link attached. Write the master planners as well as the Planning Board. **You've got 45 days to get your opinion in because then it's going to be history after that.**"

Video # 3 (October 29, 2022): "Quarton Lake Waterfall area. And you know, I just was reading the **2040 Plan and it calls for kiosks, cafes, food trucks, commercial endeavors here.** Why? I attached the link. Let the city planners and the Planning Board know what you think."

Video # 4 (September 27, 2022): "Hi. I'm here at Abbey and Wimbleton in the fabulous Poppleton Park neighborhood. And I just want to show you what some of the construction is doing to the ambience of this neighborhood. We have four houses in a row being built that all comply with our zoning

ordinances. But I think the ordinances are more friendly to the developers because they're **building lot line to lot line**. And what we need are building ordinances which are more friendly to the neighbors and the neighborhood. What do you think?"

Video # 5 (date uncertain): "Hi. I'm in the beautiful Poppleton Park neighborhood. And **in the proposed 2024 Plan, they're going to rezone these two houses on Poppleton and turn them into multiples**. What do you think? There's a link attached. Give us your opinion. You have time to tell the master planners and the Planning Board **what you think about this rezoning proposal**. Please do."

(Request, at 2 (emphasis supplied)).³ In none of these videos did Commissioner Host identify himself by name. Nor did he indicate whether he was acting in his official or personal capacity.

At the Board's hearing on this case, Commissioner Host declined to identify who video-recorded the statements, instead calling that person "a friend." He said his friend shared his opinion about the 2040 Plan. When asked how it came to be that he, rather than his friend, would appear on camera, Commissioner Host acknowledged that his role as a city commissioner was determinative. He wanted to show his constituents that he was standing up for them. As Commissioner Host said, "I happen to know everybody." According to testimony, Commissioner Host received the largest number of votes amongst multiple candidates when he was elected to the city commission.

Commissioner Host's Knowledge That the Plan Does Not Rezone Property

Commissioner Host has known since early 2021 that "a master plan does not rezone property. It is a framework setting the course for what the City may or may not do in the future." (See the city's press release of February 11, 2021, Request, Attachment 2, at 2). A city FAQ published on February 10, 2021, and again on October 13, 2021, elaborated on the point that the 2040 Plan does not rezone properties:

Is the Master Plan rezoning the City?

No. The Master Plan will include a Future Land Use map, but not a new zoning map. The Master Plan recommends that the City study and revise its current zoning code, but does not establish any updated zoning. The Master Plan recommends that zoning be updated for two primary purposes: 1) to simplify but not substantively change zoning in the Downtown and Triangle District, and 2) to better align neighborhood zoning with existing character to avoid new houses that are out of character. Other zoning changes are recommended for

³ These statements are found in links provided in the Request.

further study by the City.

(*Id.*).

Commissioner Host was reminded of these elements of the plan during Birmingham City Commission meetings on October 3, 2022, and November 28, 2022. During the latter meeting, the city manager's report called out some of Commissioner Host's videos and ensuing conversation surrounding it. The city manager noted the "continued assertion or idea that the 2040 Plan will be rezoning single-family homes to build multifamily, and that somehow the City of Birmingham is ignoring its residents in favor of developers and profit." (*Id.* at 1). The city manager's report, in a section titled "Setting the Record Straight," reiterated to Commissioner Host that "comprehensive master plans do **not** rezone property once adopted." (*Id.* at 2 (emphasis in original)).

Shortly after the November 28, 2022, city commission meeting, Commissioner Host deleted four of the five videos but mistakenly left Video # 1 up. When the city manager reported at the December 19, 2022, city commission meeting that the video remained on line, Commissioner Host responded that "I found this out today . . . that that video was up, and I took it down, and I'm very sorry." (Request, at 3 (link to city commission meeting of December 19, 2022, beginning at 2:28.50).

Following the November 28, 2022, city commission meeting, Commissioner Host published four more video statements critical of the 2024 Plan.

Video # 6: (December 8, 2022): "Hi, I'm Brad Host and I'm here at Grant and Lincoln. And the 2040 Plan **proposes to take all the single family houses between here and Woodward and encourages them to be zoned multiples.** I wonder what the St. James and the Pierce neighborhoods think about that. **You got until January 11th to let the planners and the Planning Board know what you think.** I've attached a link below and I hope you use it."

Video # 7 (December 11, 2022): "I'm Brad Host. I'm at Grant and 14 Mile. And on **page 46 of the Master Plan it proposes to take these over 45 single family houses between Grant and Woodward and wants to have them zoned to encourage infill. Well, infill is townhouses, duplexes, multi-family buildings.** What do the Pierce and the St. James neighborhood think about having this happen? **You have until January 11th to let the planner as well as the Planning Board know what you think.** See the link below."

Video # 8 (December 12, 2022): "Here's two gorgeous houses a hundred years old, at the south end of Poppleton in the fabulous Poppleton Park neighborhood. **The 2040 Master Plan, Chpt 2, asks us to embrace managed growth and encourages these two lots to be townhouses, duplexes, or multi-family buildings.** I wonder if the neighborhood and the neighbors of Poppleton Park truly can embrace this type of managed growth. **You have until January 11th to get your opinion in to the city planner and the Planning Board.** I've attached a link below. Let 'em know what you think."

Video # 9 (December 16, 2022): “Learning from the Master Plan, page 35 says **it calls for updating the zoning code to permit a café in Booth Park. Café, a term subject to broad interpretation. Does it mean that this could be a Starbucks or a small building in Booth Park? This plan enables broad interpretation. What the neighbors think matters. Get your opinion in by January 11th to the city planner and the Planning Board. Use the link below.**”

(Request, at 3 (emphasis supplied)). In none of these videos except Video # 6 did Commissioner Host identify himself by name. Nor did he indicate in any of them whether he was acting in his official or personal capacity.

Leading up to the city commission’s December 19, 2022, meeting, Commissioner Host made a social media post about the 2040 Plan, saying, “The city needs your voice” and referred readers to the city’s comment channel at <https://www.thebirminghamplan.com/comment>. (Request, Attachment 5). A reader, Linda Orlans, posted:

Thanks **Brad Host**. Looks like the Planning group has gone Rogue again. What is happening to our family friendly Birmingham! So disappointing.

Commissioner Host replied:

Linda Orlans agree!

The City Manager’s Renewed Attempts to Correct the Record

At the next city commission meeting on December 19, City Manager Markus took issue with Commissioner Host’s response to Ms. Orlans’ “gone rogue” comment. Both then and in an e-mail the next day, he pointed out that the comment creates the view that Commissioner Host thinks the planning board is operating improperly. “If that was not your intent, I would suggest that you publicly acknowledge that you did not intend to disparage the Plan Board.” (*Id.*).

Commissioner Host replied:

Couldn’t conceive agreeing with a “rogue” comment. My intention was agreeing with a less friendly local environment ONLY. Have stated same to Linda. Would you want me to address this retraction with the Planning Board?”

(*Id.*).

At the Board hearing, Commissioner Host testified that he clarified his statement with Ms. Orlans, calling her to say that he did not believe the planning board had gone rogue. He did not, however, make a public retraction or apologize to the planning board.

Shortly after the last four video posts were published, the city manager again reiterated to Commissioner Host that the “2040 Master Plan Does Not Rezone Property.” (Report to the city commission on December 19, 2022, Attachment 3 to the Request, at 1). The city manager recounted inaccuracies in Commissioner Host’s communications and pointed out that the city has repeatedly corrected those inaccuracies. (*Id.*). The city manager wrote:

Despite the continued corrections issued on the matter, yet another video has been circulating on social media in which Commissioner Host stands near the corner of Lincoln and Grant, and states that “The 2040 Plan as proposed is going to rezone to multiples (sic) all of the south side of Lincoln between here (Grant Street) and Woodward”. Once again, there is a need to reiterate that comprehensive master plans do **not** rezone property once adopted.

(*Id.* at 2.) The city manager’s report went on to detail his concerns:

As discussed last month in both the City Manager’s Report and at the city commission meeting on November 28, 2022, it is very important that City staff, board members and city commissioners are factually accurate when discussing important issues with the public. The continued assertion by Commissioner Host that the Draft 2040 Plan will rezone single-family properties to multi-family zoning, despite repeated attempts by City staff to set the record straight as to the fact that master plans **do not** in fact rezone properties once adopted disregards the facts and staff’s attempts to advise him of his inaccuracies. Such communication undermines the confidence of the public in city government, and adversely affects the integrity of city government. Public office is a public trust. For government to operate properly, each city official, employee, or advisor must earn and honor the public trust through integrity and conduct.

(*Id.* (emphasis in original)). The city manager again pointed out the inaccuracies in Commissioner Host’s post (Video # 3) about how the 2040 Plan “‘proposes kiosks, cafes, food trucks, commercial endeavors here,’ referencing the waterfall at the south end of Quarton Lake at the dam.” (*Id.*). Specifically, the city manager pointed out that the Plan expressly does not contemplate food or beverage services in that area.

The city manager then commented on Commissioner Host’s December 12, 2022, post (Video # 8):

During the past week, yet another video was posted on social media by Commissioner Host regarding the Poppleton neighborhood, wherein Commissioner Host states that “the 2040 master plan asks us to embrace managed growth and encourages

these 2 lots to be townhouses, duplexes or multi-family buildings”. The change in terminology utilized in this video seems to demonstrate that perhaps Commissioner Host may be attempting to self-correct his previous misstatements as to rezoning in earlier videos.

As noted above, it is very important that City staff, board members and city commissioners are factually accurate when discussing important issues with the public, and thus city commissioners and board members should contact City staff to verify the accuracy of all public communications.

The City goes to great lengths to accurately describe the purpose of our public meetings. Having elected officials encouraging public attendance is fine. Misrepresenting what the purpose of a hearing is or the topics that are to be discussed is inappropriate and only causes conflict and needless emotional distress. As I have stated before, “Let the process work”. The city commission has appointed citizens to the Planning Board to review the master plan drafts and the board members have shown their willingness to be completely transparent and open to considering public comments which may differ from what the draft master plan calls for. The professional staff and consultants are paid to provide their professional advice, however, they recognize that their recommendations must stand the test of the public process, and are likely to be questioned, challenged and altered through the very public and transparent review process. What the public does not need is a public official misstating the proposals contained within the draft 2040 Plan or encouraging a public position for or against the various recommendations contained in the evolving drafts of the proposed master plan.

(*Id.* at 5-6).

In addition to his written report during the December 19, 2022, city commission meeting, the city manager orally informed the commissioners that “I’m getting plan board members who are really concerned about how this is agitating the public and how that is going to play out at their public hearings, to the point where they’re asking for law enforcement to be there.” (Request, at 3 (link to city commission meeting of December 19, 2022, beginning at 2:33.00)).

Following that city commission meeting, Commissioner Host distributed to homes a letter dated December 31, 2022. (Request, at 1, 2, 4, and 7, and Attachment 7). In that letter, he recited that the Birmingham Planning Board will be meeting on January 11, 2023 to hear public comments in person about the 2040 Plan. He wrote that the plan says that certain properties available for infill should be rezoned to encourage development of small homes, townhouses, duplexes, and small multi-

family buildings. The letter identifies him by name but does not give his title as a city commissioner. It does not say whether he is acting in his personal or official capacity.

CONCLUSIONS OF LAW: THE BIRMINGHAM CODE OF ETHICS

As a foundational matter, there is no question that the Code of Ethics, which is a City of Birmingham ordinance, applies to a city commissioner such as Commissioner Host. (Birmingham Code of Ethics, § 2-322).⁴

To enhance public trust, the city must provide its officials with adequate guidelines for separating their roles as private citizens from their roles as public servants. (*Id.*, § 2-320). The city does that in several ways, among them educational programs for city officials, communications from the Birmingham City Manager, and the Birmingham Board of Ethics advisory opinion process. The Code is intended to be preventative and not punitive. (*Id.*, § 2-323).

The Code sets minimum standards of ethical conduct for all city officials and employees, whether elected or appointed, paid or unpaid. It proscribes actions incompatible with the public interest and directs disclosure of private financial or other interests in matters affecting the city. (*Id.*, § 2-320). The Code promotes the city commission's declaration that "[p]ublic office and employment are public trusts. For government to operate properly, each city official, employee, or advisor must earn and honor the public trust by integrity and conduct." (*Id.*).

The Code centers around three key aspects of governmental conduct, as declared by the city commission when it adopted the ordinance:

[A]ll city officials and employees must avoid conflicts between their private interests and the public interest. Public officials and employees must:

- (1) Be independent, impartial and responsible to the people;
- (2) Make governmental decisions and policy in the proper governmental channels;
- (3) Not use public office for personal gain.

(*Id.*, § 2-320 (1)-(3)).

The Code sets forth a high standard of conduct by requiring that city officials:

- uphold the Constitution of the United States and the Constitution of the State and carry out impartially and comply with the laws of the nation, state, and the city.
- not exceed their authority or breach the law or ask others to do so.

⁴ *City official* or *employee* means a person elected, appointed or otherwise serving in any capacity with the city in any position established by the Birmingham City Charter or by city ordinance which involves the exercise of a public power, trust or duty. (Birmingham Code of Ethics, § 2-322).

- observe in their official acts the highest standards of ethical conduct and to discharge the duties of their offices faithfully, regardless of personal consideration, recognizing that their official conduct should be above reproach.
- safeguard public confidence by being honest, fair and respectful of all persons and property with whom they have contact, by maintaining non-partisanship in all official acts, and by avoiding official conduct which may tend to undermine respect for city officials and employees and for the city as an institution.

(*Id.*, § 2-321).

Through the Code, the city specifically intends that its officials *avoid any action*, whether or not specifically prohibited by section 2-324, *which might result in, or create the appearance of*:

- (1) Using public employment or office for private gain;
- (2) Giving or accepting preferential treatment, including the use of city property or information, to or from any organization or person;
- (3) Losing complete independence or impartiality of action;
- (4) Making a city decision outside official channels; or
- (5) Affecting adversely the confidence of the public or the integrity of the city government.

(*Id.* § 2-323 (1)-(5)).

Furthermore, the Code's conflict of interest section prohibits certain specific conduct and defines conflicts of interest:

- (2) No official or employee of the city shall represent his or her personal opinion as that of the city.
- (3) Every official or employee of the city shall use personnel resources, property and funds under his or her official care and control solely in accordance with prescribed constitutional, statutory and regulatory procedures and not for personal gain or benefit.
-
- (5) No official or employee of the city shall engage in a business transaction in which he or she may profit because of his or her official position or authority or benefit financially from confidential information which he or she has obtained or may obtain by reason of such position or authority.
-

(8) No official or employee of the city shall use, or attempt to use, his or her official position to secure, request or grant unreasonably any special consideration, privilege, exemption, advantage, contract or preferential treatment for himself, herself, or others, beyond that which is available to every other citizen.

» » » »

(10) Determination of conflict of interest. A conflict of interest exists if:

- a. The city official or employee has any financial or personal interest, beyond ownership of his or her place of residence, in the outcome of a matter currently before that city official or employee, or is associated as owner, member, partner, officer, employee, broker or stockholder in an enterprise that will be affected by the outcome of such matter, and such interest is or may be adverse to the public interest in the proper performance of said official's or employee's governmental duties, or;
- b. The city official or employee has reason to believe or expect that he or she will derive a direct monetary gain or suffer a direct monetary loss, as the case may be, by reason of his or her official activity

(*Id.* § 2-324 (a) (2)-(3), (5), (8), (10).

DISCUSSION AND ADVICE REGARDING COMMISSIONER HOST'S CONDUCT

It is important to note both what this matter is and what it is not. The Board of Ethics is responding to a request for an advisory opinion and is offering an opinion on whether Commissioner Host's conduct or anticipated conduct conforms to the high standards to which the Code of Ethics aspires and, where that conduct falls short, what he might have done or hereafter do to meet those high standards. (Birmingham Board of Ethics Rules Chapter 2 and Rule 215). The Code is intended to be preventative and not punitive. (Birmingham Code of Ethics, § 2-323). The Board thus issues this opinion in the spirit of educating Commissioner Host and all city officials about the consequences of their official conduct.

By contrast, this matter is not a determination based on a complaint filed against Commissioner Host by a citizen. Were that the case, the Board would determine whether his conduct is in breach of the Code of Ethics and thus is a violation of law. (Birmingham Board of Ethics Rules Chapter 3 and Rule 319). Our review of Commissioner Host's conduct is not made in the context of a hearing on a complaint where additional or different issues, and rights, might be relevant.

In light of the record and governing Code of Ethics provisions, the Board of Ethics advises Commissioner Host that some of his conduct in this matter falls short of the public's expectations and the public interest as expressed in the Code. The

Board has four main areas of concern. It encourages him to observe these comments in his future conduct.

1. Commissioner Host's Misstatements of Fact

The Board finds Commissioner Host made misstatements of fact in some of his published communications. His oft-repeated statements that “they’re going to rezone to multiples” certain homes and areas throughout the city are untrue and misleading. First, Commissioner Host has known since as early as 2021 that the 2040 Plan is not a zoning ordinance. Although the 2040 Plan certainly will inform future zoning decisions and identify areas where changes in land use might be made, he knows it is not, and does not purport to be, a zoning ordinance.

In stressing that an undefined group of people—*they*—are going to rezone properties, Commissioner Host misleads the public about who will do any rezoning and when that might occur. A reasonable person could fairly interpret his statements to mean that the planning board will rezone. More accurately, of course, the *they* is the Birmingham City Commission on which he sits.

His oft-repeated exhortations to act promptly, such as “45 days to get your opinion in because then it’s going to be history after that” or “you got until January 11th to let the planner as well as the Planning Board know what you think,” tend to mislead people into thinking that city properties will be rezoned by that deadline. He knows his proclaimed urgency is not the case. Only the city commission can rezone, and only then after a substantial public process. And although the planning board will adopt a recommendation for the plan, he also knows that the city commission is free to accept that recommendation, reject and refer it back for consideration, or adopt a modified plan. He will have a say and a vote in whatever the city commission decides.

Through these actions, Commissioner Host is not being fully honest and fair in safeguarding of the public confidence under section 2-321. He is not being fully responsible to the people under section 2-320 (1).

To be sure, some of Commissioner Host’s statements are hyperbole (*e.g.*, developers are “building lot line to lot line”). Some are grounded in the truth that the Plan can encourage zoning in appropriate areas. But the Board finds that many of his communications were careless and improvident.

The Board notes that after City Manager Markus several times corrected Commissioner Host during city commission meetings, he removed his earlier video posts (though imperfectly as one remained for three more weeks), and changed some of his communications to read, not that the 2040 Plan would rezone properties, but that it “encourages” that rezoning. The Board commends Commissioner Host on making his communications more accurate. He continued, however, his misleading suggestion that the January 11 meeting of the planning board would result in adoption of an ordinance when he knew that not to be so.

The Board thus advises Commissioner Host to be aware that his knowing misstatements of fact could suggest he is not impartial and fair, make him appear not

able to safeguard public confidence or the integrity of city government, and call his judgment into question.

During his remarks at the November 28, 2022, city commission meeting, Commissioner Host seemed to recognize the importance of the Code's requirement that Birmingham officials safeguard public confidence by being honest, fair, and respectful of all persons. In reporting on his recent attendance at the annual Michigan Municipal League conference, Commissioner Host said the following:

I went to a session that was titled *Working Together for the Good of the Community*. And that can be challenging. The biggest problem is trust. **And what I learned at that session is that politicians tend to lie, so it's hard to trust them, and that is one of the hurdles that prohibit better behavior."**

(Request, at 3 (at 45:35) (emphasis added)).

The Board urges Commissioner Host to heed the lesson he says he learned.

2. Commissioner Host's Advocacy Against the 2040 Plan

A related concern the Board has is the fact that Commissioner Host is actively advocating against the 2040 Plan, which he will be called upon to review, consider, and act on as a city commissioner. During the Board's hearing, he testified that "I was not trying to influence people; I was just trying to get them engaged." The Board sees his actions differently and warns Commissioner Host that his actions may be perceived as improperly influencing the work of the city staff, consultants, and the planning board, all of whom themselves owe the same duties of loyalty to the city that he does. While Commissioner Host's advocacy can be perceived by some as crossing the line into improper attempts to interfere with the decision-making process, the Board does not find on this record that it did. But Commissioner Host should be mindful that his actions have consequences and that some citizens could draw conclusions from his actions that he did not intend. He should recognize that possibility and be certain that he is encouraging respectful civic dialogue.

The Code of Ethics is clear that Commissioner Host—and the planning board members, too—must be independent, impartial, and responsible to the people; he and they must make governmental decisions and policy in the proper governmental channels. (Birmingham Code of Ethics § 2-320 (1)-(2)). Commissioner Host is required to avoid *any action which might result in, or create the appearance of*, losing complete independence or impartiality of action, of making a decision outside official channels, or affecting adversely the confidence of the public or the integrity of the city government. (*Id.*, § 2-323(3)-(5)). Neither may he represent his personal opinion as that of the city. (*Id.*, § 2-324(a)(8)).

Because public office is a public trust (*id.*, § 2-320), Commissioner Host owes a fiduciary duty to the city, a high legal duty. He must carry out impartially the law and discharge his duties faithfully regardless of personal consideration. (*Id.*, § 2-321).

Based upon that dictate, the public is entitled to confidence in Commissioner Host, to trust that he is employing judgment in his official decision making. By actively advocating against a plan that will be coming to him for official decision, while premising that action on statements that he knows to be inaccurate, Commissioner Host suggests to the public he might not be impartial, might not be independent, might not be fair and open minded in his debates with his fellow city commissioners. His actions tend to call into question whether he can carry out his official duties faithfully regardless of personal consideration.

As is every city official, Commissioner Host is entitled to his personal opinion. And as a city commissioner, he is entitled and expected to vote based on his judgment of the merits of the proposal at issue. The Code is never intended to preclude a city official from expressing his or her opinions on matters that come before his or her respective body. It encourages city officials to act independently. If they cannot express opinions, debate the merits of those opinions, and vote their consciences, the quality of our city's democracy would be significantly impaired. (Advisory Opinion 2022-01, at 6, *citing* Advisory Opinion 2007-02).⁵ Commissioner Host is also entitled to learn the views of the citizens so he can better represent them.

But what is telling in this case is that Commissioner Host is not exhorting the citizens to give their views *to him* or to his fellow city commissioners who will decide on the 2040 Plan. He is not asking for their perspective to help him fashion *his* official position. Rather, there is a danger that his actions could be perceived as improperly influencing the work of the planning board and city staff, an influence resulting in so much agitation that planning board members were communicating the need to request police presence at the public meeting.

That kind of influence would be improper because those individuals are, like Commissioner Host, bound by the Code of Ethics to work with independence, impartiality, faithfulness, integrity, and responsibility to the people. His actions could be interpreted—or misinterpreted—as interference with their responsibilities, thus an attempt to develop policy and decisions outside of regular governmental channels, which the Code forbids. At the planning board stage of the process, the work is informational, technical, and advisory, but not political. Once the 2040 Plan comes to the city commission for formal consideration, the matter rightly becomes political. Commissioner Host thus is advised to let the city planners and the planning board do their work.⁶

The Board recognizes the strength of the city's scheme of government that takes advantage of the expertise of its citizenry. (*See* Advisory Opinion 2015-06, at 2). In electing Commissioner Host to office, the voters sought his participation on the

⁵ The Board declines to reach free-speech considerations raised by Commissioner Host because they are not necessary for this decision.

⁶ This is one of the reasons why Commissioner Host should abide the city attorney's published guidance on the law and not attend meetings of the planning board or other appointive city body over which the city commission has direct oversight. (*See, e.g.*, Attachment 8 to the Request). Though the Request raised his attendance as a possible non-conformity with the Code, the record shows that Commissioner Host refrained from attending such meetings after he received guidance from the city attorney. The Board thus declines to address this issue.

city's top elective body. They are entitled to the benefit of his experience, expertise, and judgment, the resources he brings to the city, and to his vote on matters that come to the city commission. The Board counsels Commissioner Host to ensure that his actions do not call into question his impartiality or lead to a disqualifying conflict of interest.

3. Potential for the Public to Confuse Commissioner Host's Personal Opinion with the City's Position

In only one of the nine videos, the letter, or other social media posts in the record of this hearing did Commissioner Host identify himself by name. In none of them did he identify himself as a city commissioner. Yet, as he said at the hearing, "I happen to know everybody." The record shows that he was the top vote-getter in the city commission election. The Board finds that Commissioner Host could understand that the people watching his videos know who he is and that he holds public office.

No city official may represent his or her personal opinion as that of the city. Nor may a city official use, or attempt to use, his or her official position to secure, request or grant unreasonably any special consideration or preferential treatment beyond that which is available to every other citizen. (Birmingham Code of Ethics §2-324 (2), (8)). To do so places the city official in a potential conflict of interest.

In a 2009 advisory opinion, this Board held that the Code prohibited a city official, in that case Mr. David Wysz, a then-member of the Birmingham Traffic and Safety Board, from using his position on that board or his title associated with it to advocate a personal position unrelated to that board. Such conduct would be permissible, but only if it were germane to his role as a city official and if he stated that he is giving his personal opinion and not that of the traffic and safety board or the city. (Advisory Opinion 2009-02, at 2).

The record shows that Commissioner Host's communications were germane to his role as a city official. As a commissioner, he will vote on whether to adopt the 2040 Plan. But he never stated that he was giving his personal opinion and not that of the city itself. The Board finds that his communications may tend to confuse the recipients as to whether he was advocating on behalf of himself or in his role as city commissioner. When making a personal statement that identifies the speaker as a city official, that official must include a conspicuous disclaimer that the opinions expressed are his or her personal opinions, and not the opinions of the city or any other city official. (Advisory Opinion 2022-01).

The Board thus advises that, going forward, Commissioner Host use care to differentiate his personal views from the city's official position when communicating on matters of city business.

4. Commissioner Host's Possible Disparagement of the Planning Board

A member of the citizenry, Linda Orlans, posted a public comment about the contemplated 2040 Plan, saying "Looks like the Planning group has gone Rogue again. What is happening to our family friendly Birmingham! So disappointing."

In response, Commissioner Host posted, “agree!” (Request, Attachment 5).

The Code of Ethics requires public officials to safeguard public confidence by being honest, fair, and respectful. They must avoid conduct that may tend to undermine respect for city officials and employees and for the city as an institution. (Code of Ethics § 2-321). They must avoid any action which might result in, or create the appearance of, affecting adversely the confidence of the public or the integrity of the city government. (*Id.* § 2-323 (5)).

The Board finds that Commissioner Host’s agreement with the “rogue” post could reasonably be read to cast the planning board in disrepute and to undermine respect for that body and the valuable work performed by the staff and officials serving on it—many of whom are volunteers. His agreement could be interpreted as tending to undermine the public confidence and the integrity of the city government that the Code requires him to safeguard.

When challenged by the city manager about the meaning and intent of his statement, Commissioner Host reported he had clarified the statement with Ms. Orlans. He also wrote the manager that he “couldn’t conceive agreeing with a ‘rogue’ comment.” Rather, he wrote, his intention was to agree only with the “less friendly local environment” portion of Ms. Orlans’ statement.

The Board accepts Commissioner Host’s explanation that he did not intend to suggest that the planning board had gone rogue; instead, that he was agreeing only with the more limited part of Ms. Orlans post.⁷ That explanation is consistent with his published views that Birmingham currently presents a less friendly local environment in certain respects.

But Commissioner Host’s intent is not strictly relevant. The Code looks to how the public would tend to view his statements. It requires him to avoid conduct that *may tend* to undermine respect for city officials or *might result in, or create the appearance of*, affecting adversely the confidence of the public. Notably here, he did not publicly retract or even clarify his statement, except to Ms. Orlans. Nor did he apologize to the planning board as the city manager suggested he do. He may have failed to consider how others would view what he wrote. This Board has previously held that “[p]ublic officials are obligated to be aware that their words could be misinterpreted or misread.” (Advisory Opinion 2002-01, at 6.) His statement was, again, careless and improvident.

CONCLUSION

The Board of Ethics thanks both City Manager Markus and Commissioner Host for participating in this advisory process. Both showed good faith in presenting reasoned, in-depth positions with vigor. We encourage them to work together to improve city government in service to our citizens.

⁷ If Commissioner Host believes that the planning board has gone “rogue,” he might have a duty to raise his concerns with the city commission.

The Board advises Commissioner Host, his fellow city commissioners, and all city officials and employees as follows.

You have an obligation to be truthful in your statements and dealings. To do otherwise greatly risks harming the public's confidence in our government. It subjects you to personal criticism, thereby diminishing your ability to serve your public role.

You must be careful in trying not to achieve an outcome outside of proper governmental channels. Doing so undermines the public's confidence in the government and in processes. It interferes with and diminishes the ability of those rightfully assigned to a task to perform their duties in furtherance of the city's objectives. Advocacy outside of proper governmental channels may result in or create the appearance that you have lost impartiality or independence of action. It also puts you personally at risk of a conflict of interest that could disqualify you from making a decision that you were elected or appointed to make.

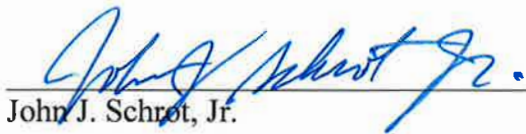
When publishing a personal statement about a city matter in which you are identified or widely recognized as a city official, you must use care to differentiate your personal views from those of the city by communicating that the views expressed are your personal views and not those of the city or another city official.

You have an obligation to be aware of how your public statements could be understood, and how they could be misread, misconstrued, or viewed as misleading. When you do not fully consider the impact of those statements, you risk undermining respect for city officials and employees, limiting their ability to fulfill their responsibilities, and subjecting yourself to diminished respect and ability to perform your own official duties.



James D. Robb, Chairperson

Sophie Fierro-Share



John J. Schrot, Jr.



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: November 13, 2023

TOPIC: Schedule Public Hearing on Reprogramming of CDBG Funds

BACKGROUND BRIEF:

Administration is requesting that Village Council schedule a public hearing on the proposed reprogramming of the village's Program Years 2020 and 2021 Community Development Block Grant Funds. The village has not expended these funds and risks having Oakland County recapture the funds if not spent soon. Administration will be recommending the reprogramming of funds as follows:

2020 - \$6,608.00 from Code Enforcement to Meeks Park Bridge Project

2020 - \$2,799.00 from Subsistence Payments-Emergency Services to Meeks Park Bridge Project

2021 - \$6,747.00 from Water/Sewer Improvements to Meeks Park Bridge Project

2021 - \$2,799.00 from Food Banks to Meeks Park Bridge Project

SUMMARY OF PREVIOUS COUNCIL ACTION:

None

FINANCIAL IMPACT:

If approved by council, the village will seek the reprogramming of a total of \$18,953.00 in 2020 and 2021 CDBG funds from various projects to the Meeks Park Bridge Replacement Project, a project that was completed this summer. If reprogrammed, the funds will reimburse the village's General Fund for a portion of the expenses of the bridge project.

RECOMMENDED MOTION:

To schedule a public hearing for Monday, November 27, 2023, at 7:30 PM, on the proposed reprogramming of Village of Lake Orion Program Years 2020 and 2021 Community Development Block Grant funds; and to authorize administration to post the notice of the same

at village hall and on the village's web site at least 10 days prior to the hearing.



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: November 13, 2023

TOPIC: Special Event Permit Ice Fest 2024

BACKGROUND BRIEF: Arizona Goulet on behalf of the Lake Orion Downtown Development has submitted an Event Application for the Live Ice Sculpting.

- **Date/Time:** Saturday, February 10, 2024, from 10:00 AM to 6:00 PM
- **Properties:** Ice sculptor locations, on the sidewalks up against the buildings on Broadway & Flint Street and at American Legion. During the live carving, one parking space & the sidewalk in front of carving location will be blocked to ensure the safety of the guests and carver.

Warming hubs at the corner of Flint & Anderson Street and at American Legion. Volunteers will tend to fire on Thursdays between 5-8 PM.

Propane outdoor patio heaters will be in the Flint Street Alleyway.
- **Other requests:**
 - Electrical connections.
 - Barricades during carving demonstrations.

SUMMARY OF PREVIOUS COUNCIL ACTION: none

FINANCIAL IMPACT: none

RECOMMENDED MOTION #1: Adopt Resolution 2024-02 approving the Event application requesting the use of public right of ways and equipment during the event, submitted by Arizona Goulet on behalf of the Lake Orion Downtown Development Authority for the Ice Fest event happening Saturday, February 10, 2024, with conditions. and approving the License between the Village of Lake Orion and the Lake Orion Downtown Development Authority.

ATTACHMENTS:

Ice Fest Event Application 2024

Ice Fest Right of Way Permit 2024

ice Fest Fire Dept response 2024

Ice Fest Hold Harmless 2024

Ice Fest Sign Permit Application 2024

Ice Fest Request Village Equip 2024

Ice Fest Sponsor Banners location 2024 1

Ice Fest Sponsor Banner 2024

Ice Fest M-24 Banner 2024

Ice Fest Social District Nights Map 2024

Ice Fest M24 Map 2024

Ice Fest Parking Map

License Agreement LIVE ICE SCULPTING 2024

2024-002 Ice Sculpting Event Permit



Village of Lake Orion

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

EVENT PERMIT APPLICATION

**** ATTN: APPLICATION NEEDS TO BE TURNED IN 120 DAYS PRIOR TO EVENT ****

Date of Application: 10/10/2023		Date Application Fee Paid:	
Sponsoring Organization's Legal Name: Lake Orion Downtown Development Authority			
Phone 248-693-9742		Fax	
Email events@downtownlakeorion.org		Website downtownlakeorion.org	
Sponsoring Organization's Agent Name: Arizona Goulet			
Phone		Fax	
Email		Website	
Event Name: Ice Fest			
Event Details: (Provide a detailed description of all activities that will take place. Attach additional sheets if necessary) We will have 2 live ice sculpting performances 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: Sat. Feb 10, 2024 10am-6pm			
Date/Hours of Set-up and Tear Down: Feb 8 & 9 DPW to set out cinderblocks Feb 10 set up 8 am Tear down as sculptures melt			
Event Location and Boundaries			

Attachment: Ice Fest Event Application 2024 (6367 : Ice Fest 2024)



Event Location and Boundaries

Sidewalks up against the buildings on Broadway & Flints Sts for pre-sculpts, 2 fire pits (american legion & DDA office run by volunteers), propane heaters by carving stations. Parking spots near live sculpting will be blocked off with barricades.

Include an Event Map which clearly shows the locations for each activity during the event, including but not limited to the following:

- Tent locations
- Parking / loading areas
- Food / drink stations
- Streets and parking lots to be closed
- Walk / run routes
- Anticipated staffing
- Loading locations
- Porta john locations and number
- Trash/dumpster
- Event staff parking

Will street closures and/or Parking Lot closures be necessary: () Yes (X) No

If yes, describe, including: date and time of closures, setup schedule and take down schedule, and time you will need the parking lot for deliveries.

Coordinating with Another Event:

YES (NO)

If Yes, Event Name

Event Name/Details:

Event Information

Type of Event (See definitions attached to information page)

() Village Operated (X) DDA () Individual () Co-Sponsored () Group

Indicate Status

(X) Non-Profit* () Not-for-Profit () For-Profit

**If the event is sponsored by a Non-Profit please provide proof of non-profit status.*



Village of Lake Orion
Special Events Permit
Page 3 of 6

<p>Annual Event: Is this event expected to occur next year? <input checked="" type="checkbox"/> Yes () No</p> <p>If Yes, you can reserve a date for next year with this application. To reserve dates for consideration for next year please provide the next year's specific dates. Event Application Form will need to be filled out for each year's event.</p> <p>Saturday, Feb. 15, 2025</p>
<p>Is this event a Fund raiser? () Yes <input checked="" type="checkbox"/> No</p> <p>If YES, indicate beneficiary information:</p>
<p>Is this the first time the event is being held in the Village of Lake Orion? () Yes <input checked="" type="checkbox"/> No</p> <p>Describe:</p>
<p>Was this event previously held outside the Village of Lake Orion? () Yes <input checked="" type="checkbox"/> No</p> <p>Describe:</p>
<p>Total estimated attendance each day</p> <p>1000</p>
<p>What parking arrangements will be necessary to accommodate attendance?</p> <p>Describe: Use of regular parking on streets & lots</p>
<p>NOTE: For events over 100 people, you must submit a parking plan.</p>
<p>How will trash be handled?</p> <p>Describe: Use of sidewalk bins</p>



Village of Lake Orion
Special Events Permit
Page 4 of 6

<p>Is amplification of music or speakers planned or anticipated? <input checked="" type="checkbox"/> Yes () No</p> <p>If yes, describe, including the dates and times and the maximum limit and amplification:</p> <p style="margin-left: 40px;">DJ during event within volume in accordance with village ordinance.</p>
<p>Will tents be used: () Yes <input checked="" type="checkbox"/> No</p> <p>If yes, indicate number of tents, use of each, location and size:</p>
<p>Portable restrooms: () Yes <input checked="" type="checkbox"/> No</p> <p>If yes, number of portable restrooms and location:</p>
<p>Will alcoholic beverages be served: () Yes <input checked="" type="checkbox"/> No</p> <p>If yes, describe:</p> <p>Is liquor license issued by the State of Michigan? () Yes () No?</p> <p>If yes, whose name is the license issued to:</p> <p><i>Copy of License must be submitted to the Village within 15 days of the Event.</i></p>
<p>Will food and beverages be sold: () Yes <input checked="" type="checkbox"/> No</p> <p>If yes, describe:</p> <p><i>All food vendors must be approved by the Oakland County Health Departments. No permit is necessary where only pre-packaged, ready-to-eat type foods are sold from a concession stand or booth.</i></p>
<p>Will merchandise be sold: () Yes <input checked="" type="checkbox"/> No</p> <p>If yes, describe:</p>



WILL THE EVENT REQUIRE THE USE OF ANY OF THE FOLLOWING MUNICIPAL EQUIPMENT?

Electrical Connections: ☒ Yes () No

If yes, describe:

Use of outlets on sidewalk trees.

Water: () Yes ☒ No

If yes, describe:

Barricades and/or Traffic cones: ☒ Yes () No

If yes, complete "REQUEST TO USE VILLAGE EQUIPMENT FORM":

Use barricades around live sculpting areas.

Do you have need of emergency fire equipment, such as ambulance? () Yes ☒ No

If yes, describe:

Other Village services: () Yes ☒ No

If yes, describe:

EVENT SIGNS

Will this event include the use of signs? ☒ Yes () No

If yes, complete the "TEMPORARY SIGN PERMIT APPLICATION".



CERTIFICATIONS AND SIGNATURES

I understand and agree on behalf of the sponsoring event the following must be provided 30 days prior to the event:

- A. A Certificate of Insurance in the amount of \$1,000,000 liability insurance and \$1,000,000 aggregate insurance must be provided which names the Village of Lake Orion as an additionally insured party on the policy. (See Insurance Certificate on "Required Documents for a Special Permit Sheet".)
- B. Event sponsors are required to sign a Hold Harmless Agreement form.
- C. Event sponsor is required to contact the Orion Township Fire Department at least one week prior to the event to set up a time for inspections prior to the event.
- D. All food vendors must be approved by the Oakland County Health Department.
- E. The approval of this Special Event may include additional requirements/and or limitations, based on the Village's review of this application.
- F. The sponsoring organization will provide a security deposit for the estimated fees as may be required by the Village and will promptly pay any billing for Village services which may be rendered.
- G. If the event is serving alcohol, a copy of the Liquor License issued by the State of Michigan shall be provided to the Village prior to the event.
- H. The Event contact persons list complete with cell phone numbers and email addresses shall be provided to the Village at least one week prior to the event.
- I. Advertising of the event is not recommended prior to approval of the Event Permit. Advertising of the event prior to the approval of the permit does not guarantee the event will be approved as advertised. Advertisement must include note that the advertisement is pending Village Approval.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this special Event Permit, affirm the above understandings and agree that my sponsoring organization will comply with the Village Special Event Policy, the terms of the Written Confirmation of approval and all other Village requirements, ordinance and other laws which apply to this Special Event.

10/10/2024

Date

Arizona Goulet
Signature of Sponsoring Organization's Agent

Arizona Goulet
Print Name





Village of Lake Orion

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

TEMPORARY USE OF VILLAGE RIGHT-OF-WAY (PROPERTY, STREETS AND SIDEWALKS)

APPLICANT INFORMATION

Applicant Name: Arizona Goulet Business Name: Lake Orion Downtown Development Authority
Applicant Phone #: 248-693-9742 Address: 118 N. Broadway st
Applicant E-Mail: events@downtownlakeorion.org City, State, Zip: Lake Orion, MI 48362

TYPE OF TEMPORARY USE

Property/Right-of-way will be used for: Building Maintenance ☒ Business Sale/Event ☐ Utility Installation

Briefly Describe Use/Project Activity: Ice carvings on sidewalks and designated parking spaces

RIGHT-OF-WAY (ROW) TO BE USED

Site Address: (Property adjacent to street/sidewalk/ROW) Along Broadway & flint sts

Temporary Use of Right-of-Way Begins – Day: Sat. Feb 10, 2024 Time: 10am
Temporary Use of Right-of-Way Ends – Day: Feb. 28, 2024 Time: 5pm (until melted)

ADDITIONAL REQUIRED INFORMATION

Please place your initials next to the items in the applicable column to acknowledge that all items are included with your application.

Required for Special Event Applications	Required for General Obstruction of Public ROW Only
<u>AG</u> Anticipated Attendance	Sketch of Project Area
<u>AG</u> Event Map	Hold Harmless Agreement
<u>AG</u> Hold Harmless Agreement	Barrier Plan/ Safe Route Plan
<u> </u> License Agreement (if applicable - to be approved by Village Council)	Additional Items for Excavation / Construction on Public Property
<u>AG</u> Parking Plan	Application Fee
<u>AG</u> Sign Application (if applicable)	Insurance Certificate
<u> </u> Insurance Certificate	Copy of License
<u> </u> Approvals from all applicable outside agencies	\$1,000 Escrow Deposit
	Construction Detail
	Soil Erosion Sedimentation Control

I, the undersigned, understand that the Village Hold Harmless Agreement must be completed and must accompany this application. I understand I will be liable for damage done to any street or sidewalk and that I must fully cooperate with all Village departments. Failure to cooperate may lead to immediate revocation of this permit by the Village of Lake Orion.

Signature of Applicant: Arizona Goulet Date: 10/10/2023

*** To Be Completed by Village Administration ***

APPROVAL / COMMENTS BY

Police Chief: _____ Date: _____

Special Events: Condition of approval is that the applicant must make arrangements for barricades and detour signs at least one week prior to event. When Flint Street is closed, temporary STOP signs must be installed on both eastbound and westbound Shadbolt at Anderson Street and any other locations that the Police Chief deems necessary.

Fire Chief: _____ Date: _____

DPW Director: _____ Date: _____

Village Council: _____ Date: _____

OR

Village Manager: _____ Date: _____

Conditions of Approval: _____



Charter Township of Orion

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

6.4.c

Fire Department

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

Fax: (248) 309-6993

October 20, 2023

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

RE: Live Ice Sculpting_2023

Lake Orion Village Council,

It is the recommendation of the Orion Township Fire Department that the event, Live Ice Sculpting, be approved with the following conditions.

1. There shall be no parking in the Fire Station parking lot or along Anderson Street.
2. All open burning warming hubs shall be attended at all times by a responsible adult and will follow open burning regulations.

John Pender

John Pender, Assistant Fire Chief
Orion Township Fire Department

Attachment: ice Fest Fire Dept response 2024 (6367 : Ice Fest 2024)



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 Carving	2/10/2024 10a-6p
Activity/Event	Dates and Time
Ice carvings on sidewalks and designated parking spaces along broadway and flint sts	
General Description of Location	

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

Arizona Goulet
Applicant/Property Owner/Contractor Signature**

Arizona Goulet
Applicant/Property Owner/Contractor Printed Name

10/10/2023
Date

Molly LaLone
Witness One Signature ***

Molly LaLone
Witness One Printed Name

Diane Kochis
Witness Two Signature ***

Diane Kochis
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.

Attachment: Ice Fest Hold Harmless 2024 (6367 : Ice Fest 2024)

A handwritten signature in dark ink, appearing to read "Jeffrey Hall", is located in the center of the page.



Village of Lake Orion

21 E. Church Street
Lake Orion, Michigan 48362
Tel 248.693.8391
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SIGN PERMIT APPLICATION

PROPERTY INFORMATION

Sign Site Address: Both sides of the bridge on S. Broadway & M-24 and Flint Parcel ID #: _____

Name of Business at Sign Location: Bitter Tom's/Wine Social & Auto Zone Zoning District: _____

OWNER INFORMATION

Property Owner Name: Village of Lake Orion Address: 21 E. Church St.

Property Owner Phone #: 248-693-8391 E-Mail: _____

APPLICANT INFORMATION (If applicant is NOT property owner)

Applicant Name: Angela Goulet Address: 118 N. Broadway St, Lake Orion

Applicant Phone #: 248-693-9742 E-Mail: events@downtownlakeorion.org

Applicant is: (i.e. contractor or business owner or architect, etc.) event coordinator

TYPE AND QUANTITY OF SIGN(S)

Please indicate the quantity of each type of sign proposed.

Permanent Sign(s): _____ Wall _____ Projecting _____ Ground Sign _____ Awning _____ Other

Temporary Sign(s): ☒ Banner ☒ Community Event _____ Class 1 (Adjustable Type) _____ Class 2 (A-Frame)

Temporary Display Dates: From 1/15/2024 To 2/15/2024

Name of Event: Ice Fest Date of Event: 2/10/2024

ADDITIONAL INFORMATION AND REQUIREMENTS

1) **Location Map:** A map identifying the location of all requested signs on the property or building must be provided or the application WILL NOT be reviewed.

2) **Sign Sketch Plan:** A scaled plan or drawing identifying the size and elements of all requested sign(s) on the property or building must be provided or the application WILL NOT be reviewed.

3) **Orion Township Building Permit:** An Orion Township building permit application must be included in order to erect any permanent signs.

I hereby agree to erect and remove (if applicable) signage exactly as approved on this application:

Signature of Property Owner: _____ Date: _____

Signature of Applicant (or Contractor): Arizona Goulet Date: 10/10/2023

TO BE COMPLETED BY VILLAGE STAFF - Date Received:

Fee:

Receipt #:



Village of Lake Orion

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

REQUEST TO USE OF VILLAGE EQUIPMENT

APPLICANT INFORMATION

Applicant Name: Angela Goulet Business Name: Lake Orion DDA
Address: 118 N Broadway St City, State, Zip: Lake Orion, Mi 48362
Applicant Phone #: 248-693-9742 Applicant E-Mail: events@downtownlakeorion.org

EVENT / PROJECT DESCRIPTION

Describe Use/Project Activity: _____
Place 4 cinder blocks at each ice sculpture spot

Use of Equipment Begins – Day: 2/8/2024 Time: 8am
Use of Equipment Ends – Day: 2/28/2024 Time: until ice melts

EQUIPMENT TO BE USED Please describe in detail below

☒ Barricades ☐ Temporary closure signage ☐ Trash cans ☐ Other

~~48 Cinder blocks and 8 barricades, 4 at each live carving station, used to reserve parking spaces and to keep spectators at a safe distance.~~

I, the undersigned, understand that the Village Hold Harmless Agreement must be completed and must accompany this application. I understand I will be liable for damaged or missed property at actual cost plus 20% for administrative costs.

Signature of Applicant: Arizona Goulet Date: 10/10/2024

*** To Be Completed by Village Administration ***

Issued:

Date / Time: _____ Received by: _____

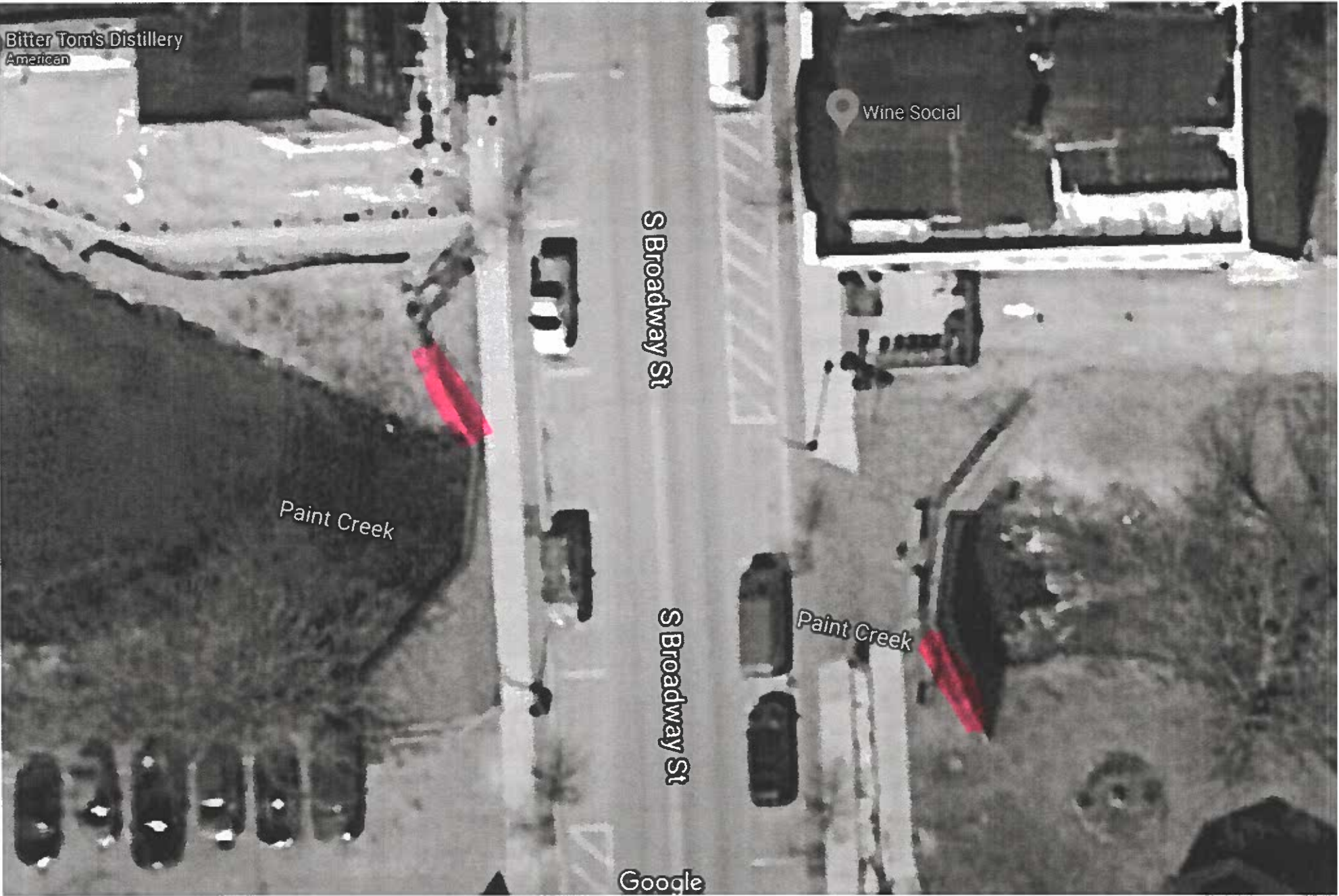
By VLO Staff:: _____ Signature: _____

Returned:

Date / Time: _____ Received by: _____

By VLO Staff:: _____ Signature: _____

Attachment: Ice Fest Request Village Equip 2024 (6367 : Ice Fest 2024)



Attachment: Ice Fest Sponsor Banners location 2024 1 (6367 : Ice Fest 2024)

sponsor banners

Sponsor Banner



THANK YOU TO OUR SPONSORS!



Hosted by the Lake Orion Downtown Development Authority

6ft x 3ft

M-24 Banner

DOWNTOWN
LAKE ORION
& OXFORD

**ICE
FEST**

#STRONGERTOGETHER

February 2-28, 2023

Live ice carvings every Thursday!

meijer
grocery

FlipSpot
GYMNASTICS & CHEER

Cole
CARBIDE INDUSTRIES, INC.
SINCE 1930

MOCER
Michigan's Legendary Dream

Hosted by the Lake Orion Downtown Development Authority

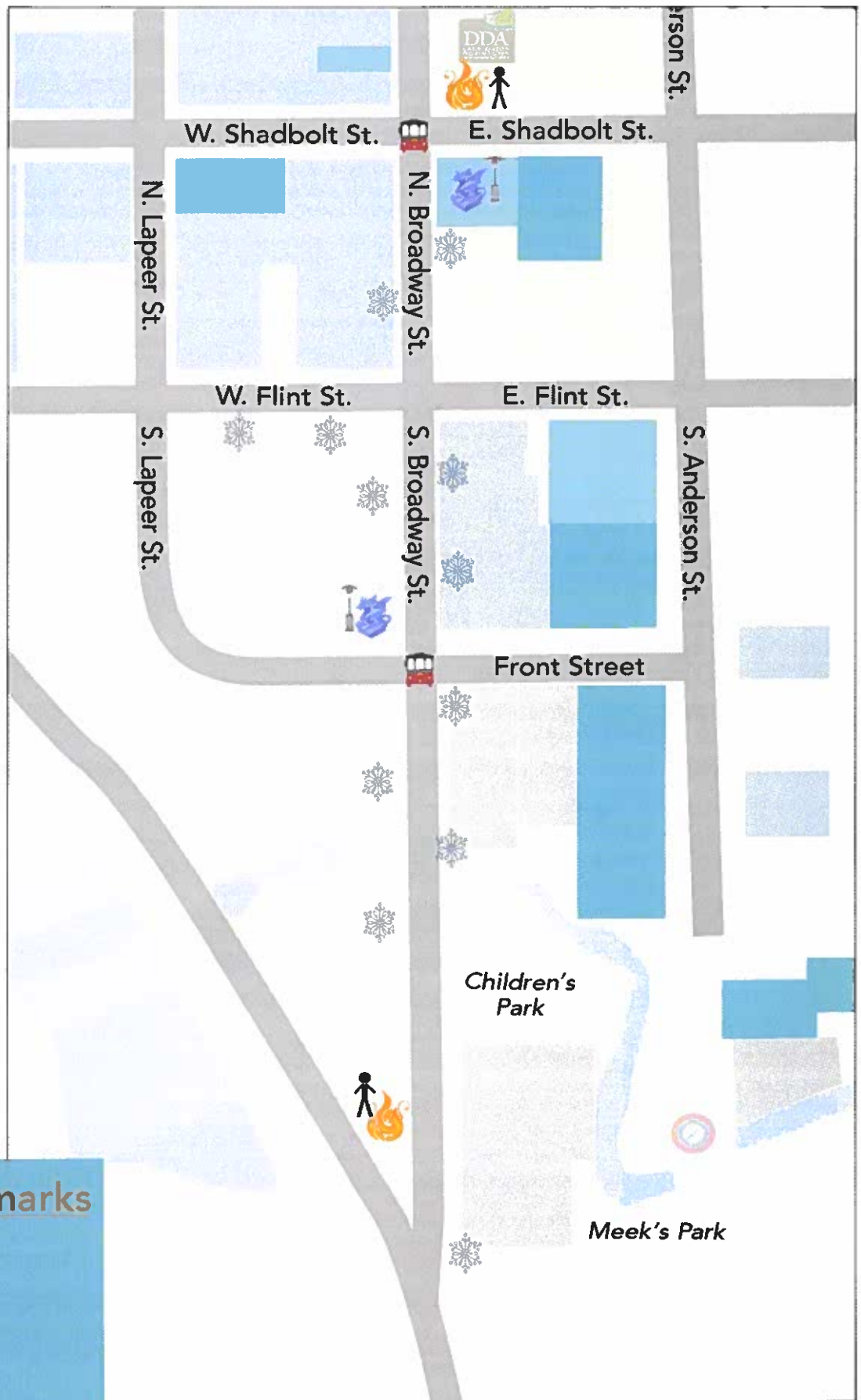
9ft x 3ft

Attachment: Ice Fest M-24 Banner 2024 (6367 : Ice Fest 2024)

DOWNTOWN LAKE ORION SOCIAL DISTRICT NIGHTS ICE CARVING FESTIVAL

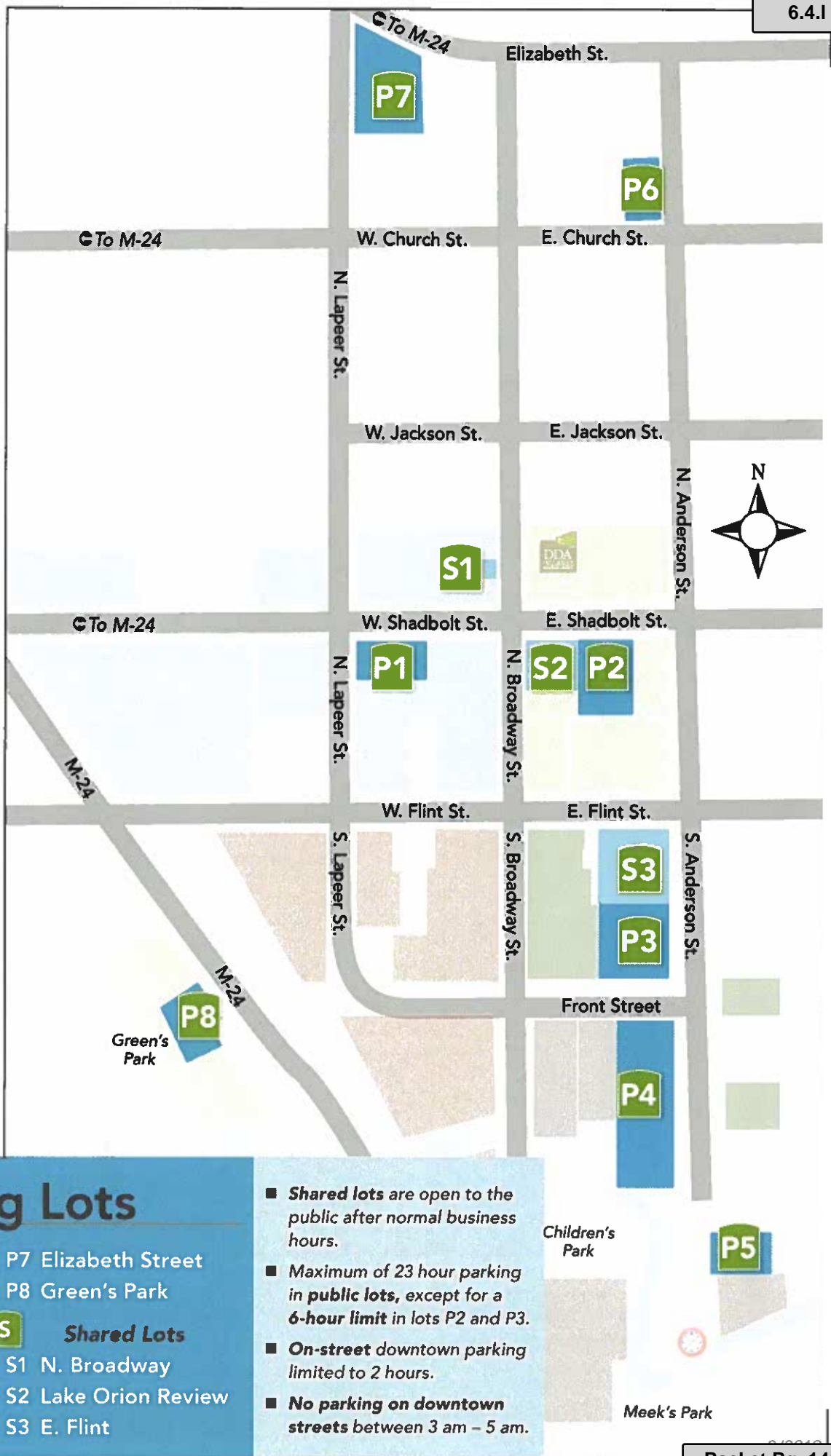
Festival Landmarks

-  Ice Carvings
-  Live Ice Sculpting
-  Festival Warming Hubs
-  Outdoor Heaters
-  Volunteers





DOWNTOWN LAKE ORION PARKING



Attachment: Ice Fest Parking Map (6367 : Ice Fest 2024)



Parking Lots

P1 N. Lapeer
P2 E. Shadbolt
P3 S. Anderson
P4 Children's Park
P5 Art Center
P6 Village/Police

P7 Elizabeth Street
P8 Green's Park



Shared Lots

S1 N. Broadway
S2 Lake Orion Review
S3 E. Flint

- **Shared lots** are open to the public after normal business hours.
- **Maximum of 23 hour parking in public lots, except for a 6-hour limit in lots P2 and P3.**
- **On-street** downtown parking limited to 2 hours.
- **No parking on downtown streets** between 3 am – 5 am.



LICENSE AGREEMENT

This License Agreement ("Agreement"), made and entered into on the date it has been fully signed, is between the Village of Lake Orion, a Michigan municipal corporation ("Village"), whose address is 21 East Church Street, Lake Orion, Michigan 48362, and the Lake Orion Downtown Development Authority ("Licensee"), whose address is 118 North Broadway Street, Lake Orion, Michigan 48362, for the use by Licensee of the public Village areas as identified on the attached Live Ice Sculpting event application and collectively referred to as the "Premises".

RECITALS:

- A. Licensee requested Village Council approval to allow use of the Premises for the Live Ice Sculpting Event to be held, Saturday 10, 2024 between 10:30 AM- 6:00 PM (the "Event").
- B. On November 13, 2023, the Village Council conditionally approved Licensee's request subject to this License Agreement being signed and complied with.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Grant of License. For and in consideration of the benefits to the Village of the Event the Village hereby grants a revocable license to Licensee to use the Premises for the Event subject to and in accordance with all of the terms and conditions of this Agreement.
2. Event Locations, Activities and Costs. The Event shall be limited to the Premises and activities on those Premises as disclosed to the Village Council. Except as otherwise approved by the Village Council, all cost and expenses of the Event on the Premises shall be borne solely by Licensee.
3. Use of Premises. Except for restricted areas, all Premises shall be open to the general public. The use rights granted in this Agreement are nonexclusive and may be suspended at any time by the Village for any public purpose or public health, safety and welfare reason, including Public Works, Police and/or Fire Department needs and operations. Licensee assumes all risk of such suspension and hereby waives and releases the Village from any claims for such damage.
4. Maintenance. Licensee agrees to use and maintain the Premises in a clean, safe and good condition and as required by the Police and Fire Departments and to promptly clean up and restore the Premises to the pre-Event conditions after the Event.
5. Alcohol Sales. *N/A to this event.* The sale of alcohol by Licensee at Children's Park Parking Lot, 165 South Broadway, Lake Orion, Michigan, shall be in strict compliance with the required Michigan Liquor Control Commission (MLLC) license Licensee must obtain, with any violation of any condition or requirement of that license being grounds for the immediate revocation of this License for that Premises by the Village Police Chief or Manager. Licensee shall provide copies of all MLLC licenses, bonds and other documents related to such alcohol sales.
6. Indemnification. Licensee shall defend, pay on behalf of, indemnify and hold harmless the Village, its elected and appointed officials, employees and volunteers, and other persons working on behalf of the Village, from and against any and all claims, demands, suits, or loss, including all costs and attorney's fees connected therewith, and from any and all damages which may be asserted, claimed, or recovered for personal injury, including

bodily injury or death and/or property damage, including loss of use thereof, arising out of or in any way connected or associated with this Agreement and the use of the Premises for the Event. The Village shall provide notice to Licensee within a reasonable time of the receipt of any claim arising under this Agreement or relating to the Improvements.

7. Insurance. Licensee shall secure and maintain liability insurance for all Premises, Lake Orion, Michigan in the minimum amount of \$ 1,000,000.00, and naming the Village and its officials and employees as an additional insured and certificate holder on those policies with proof of such insurance being provided to the Village prior to the event.

VILLAGE OF LAKE ORION

Date

Jerry Narsh, Council President

Date

Susan C. Galeczka, CMC CMMC, Village Clerk

Lake Orion Downtown Development Authority

Date

By:

Its:

Attachment: License Agreement LIVE ICE SCULPTING 2024 (6367 : Ice Fest 2024)



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

**COUNCIL RESOLUTION 2024-002
SPECIAL EVENT PERMIT ICE FEST**

RESOLUTION TO APPROVE THE APPLICATION FOR 2024 ICE FEST, LIVE ICE SCULPTING.

RESULT:
MOVER:
SECONDER:
AYES:
EXCUSED:

RESOLVED: To approve the Event Permit Application requesting the use of Public Streets and Right-of-Ways submitted by Arizona Goulet on behalf of the Lake Orion DDA, for the 2024 Ice Fest, a Live Ice Sculpting event. There will be 2 live ice sculpting performances and 12 pre-sculpted ice blocks on the sidewalks downtown. There will be 2 warming hubs and propane heaters throughout town. Saturday, February 10, 2024, between 10:00 AM- 6:00 PM

- Date/Time: Event for live ice carving Saturday, February 10, 2024, 10:00 AM - 6:00 PM
- Ice sculptures will remain on display until they melt.
- Properties: Use of regular parking on streets and lots in the village. \
- Normal use of sidewalk garbage bins.
- Portion of the sidewalks up against the buildings on Broadway and Flint Street for pre-sculpts, 2 fire pits, propane heaters by carving stations. Parking spots near live sculpting will be blocked off with barricades.
- Warming hubs at the corner of Flint & Anderson Street and at the American Legion.
- No road closures.

Other requests:

- Use of equipment Saturday, February 8 & 9, 2024, DPW to set out cinder blocks.
- Barricades to be placed around one parking space and sidewalk while carving demonstration is taking place.
- Use of electrical connections by trees for carving equipment and lights.

Municipal Equipment:

- Barricades
- Electrical connections: Plugs by the trees

Set-up/Tear down:

- Live carving, February 10, 2024, 10:00 AM - 6:00 PM.
- Tear down as sculptures melt.

Contingent on the following:

FIRE DEPARTMENT: It is the recommendation of the Orion Township Fire Department that the event, Live Ice Sculpting, be approved with the following conditions.

1. There shall be no parking in the Fire Station parking lot or along Anderson Street
2. All Open burning warming hubs shall be attended at all times by a responsible adult and will follow open burning regulations.

FURTHER RESOLVED: That the Village Council approves the License Agreement between the Lake Orion DDA and authorize the President and Clerk to execute it on behalf of the Village Lake Orion

THIS RESOLUTION WAS DULY ADOPTED BY THE LAKE ORION VILLAGE COUNCIL AT ITS REGULAR MEETING HELD ON MONDAY NOVEMBER 13, 2023

 Susan Galezka, CMC MiPMC
 Village of Lake Orion

CERTIFICATION

I, Susan C. Galezka, duly appointed Clerk of the Village of Lake Orion, Oakland County, Michigan, do hereby certify that the foregoing is a true and correct copy of Resolution 2023-051 adopted by the Village of Lake Orion Village Council at its regular meeting held on the 25th day of September 2023.

Given under my hand and seal of the Village of Lake Orion, Oakland County, Michigan this 25TH day of September 2023.

Susan Galezka, CMC MiPMC
 Village of Lake Orion Clerk



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: November 13, 2023

TOPIC: Approval of Village Council Regular Meeting Minutes-October 23, 2023

RECOMMENDED MOTION: To approve the Regular Village Council Meeting Minutes of Monday, October 23, 2023, as presented.

ATTACHMENTS:

2023-10-23 VC Reg Mtg Minutes - Draft



MINUTES

REGULAR MEETING OF THE LAKE ORION VILLAGE COUNCIL

Monday, October 23, 2023

7:30 PM

Lake Orion Village Hall Council Chambers

21 East Church Street

LAKE ORION, MI 48362

(248) 693-8391 ext. 102

1. Call to Order

The Monday, October 23, 2023 Regular Meeting of the Lake Orion Village Council was called to order in the Lake Orion Village Hall Council Chambers located in the 21 East Church Street, Lake Orion, MI 48362 by President Jerry Narsh at 7:30 PM followed by the Pledge of Allegiance.

2. Pledge of Allegiance

3. Roll Call and Determination of Quorum

Attendee Name	Organization	Title	Status	Arrived
Jerry Narsh	Village of Lake Orion	President	Present	
Teresa L Rutt	Village of Lake Orion	President Pro Tem	Present	
Carl Cyrowski	Village of Lake Orion	Council Member	Present	
Stan Ford	Village of Lake Orion	Council Member	Present	
Michael Lamb	Village of Lake Orion	Council Member	Present	
Nancy Moshier	Village of Lake Orion	Council Member	Present	
Kenneth VanPortfliet	Village of Lake Orion	Council Member	Present	

STAFF PRESENT:

- Village Manager Darwin McClary
- Village Treasurer/Recording Secretary Sonja Stout
- DPW Director Wes Sanchez
- Peter Gorcaj, Beier Howlett, Village Attorney

4. Presentations

1. Presentation on 2023 Retiree Medical Plan (OPEB) Accounting Report

Chris Veenstra from Watkins Ross gave a presentation about the OPEB 2023 report.

5. Call to the Public

Harry Stephens, 311 N. Shore, referenced the ordinance(s) 30.01-30.06 in regards to the lumberyard and which it has never gone in front of the Planning Commission board and believes this was done in error.

Nannette Gorbett 435 N. North Shore, spoke in regards to the DDA flyer that went public recently and stated that the flyer was misleading

6. Consent Agenda

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

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Teresa L Rutt, President Pro Tem
SECONDER:	Carl Cyrowski, Council Member
AYES:	Narsh, Rutt, Cyrowski, Ford, Lamb, Moshier, VanPortfliet

1. Receive and File Communication from Attorney Regarding Council Member Stan Ford's Term of Office

RESOLVED: To receive and file the communication from Village Attorney Mary Kucharek dated October 19, 2023, regarding Council Member Ford's appointment.

2. Receive and File Correspondence from Nicholas Tomas Dated October 18, 2023, Requesting Sewer Bill Reduction

RESOLVED: To approve the request from Nicholas Tomas, 489 N. Washington Street, to waive outstanding water and sewer delinquent payment penalties in the amount of \$82.57 due to a clerical error by the village finance department.

3. Approval of Village Council Regular Meeting Minutes-October 9, 2023

RESOLVED: To approve the Regular Village Council Meeting Minutes of Monday, October 9, 2023, as presented.

4. Receive and File 2023 Retiree Medical Plan (OPEB) Accounting Report

RESOLVED: To receive and file the Village of Lake Orion Retiree Medical Plan (OPEB) Accounting Report for the period ending June 30, 2023, as prepared and submitted by Watkins Ross of Grand Rapids, Michigan, on September 20, 2023.

5. 10TH Annual Lake Orion Rotary Ice Cup Challenge Event Approval of Permit and License Agreement

RESOLUTION 2024-001

A RESOLUTION APPROVING 2024 LAKE ORION SUNRISE ROTARY CLUB ICE CUP CHALLENGE EVENT PERMIT AND AUTHORIZING THE EXECUTION OF THE LICENSE AGREEMENT

RESOLVED: To approve the Application to use Public Streets and Right-of-Ways submitted by Barkley Pierce on behalf of the Lake Orion Sunrise Rotary Club, dated September 28, 2023 for the 2024 Ice Cup Challenge Event to be held on Saturday, February 3, 2024 from 10:00 AM to 3:00 PM to be held on various Village properties as outline in the application which is attached and incorporated as part of these minutes' contingent upon completion of documents.

Administrative Requirements

1. Provided- Proof of Insurance to be provided to the Village Clerk prior to the event, as follows:
 - ***General Liability - no less than \$1,000,000
 - ***Village to be a Certificate Holder and listed as An Additional Insured on the Certificate
2. Licensee agrees to use and maintain the Premises in a clean, safe and good condition and as required by the Police and Fire Departments and to promptly clean up and restore the Premises to the pre-Event conditions after the Event.
3. Trash - Members of the Lake Orion Sunrise Rotary Club will handle and dispose of any trash.
4. Park Reservation Greens Park completed.
5. Course map provided.

Police Department Requirements

1. The cellular telephone numbers of event staff and on-scene managers is provided to the police department at least twenty-four (24) hours prior to the event.

DPW Requirements

1. No equipment has been requested of the DPW department.

Fire Department Requirements It is the recommendation of the Orion Township Fire Department that the event, Lake Orion Rotary Club Ice Cup Challenge, be approved with the following condition:

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

BE IT FURTHER RESOLVED: To approve the License Agreement between the Village of Lake Orion and the Lake Orion Sunrise Rotary Club for this event and authorize the Village Council President and Village Clerk to execute the Agreement on behalf of the

Village.

6. Budget Amendment Request

RESOLVED: That the budget amendment request BA-2023-401-901-972-751 be completed in order to cost the bill from Nowak and Fraus be billed to Capital Outlay Parks

7. Receive and File Correspondence from Patricia Fry Regarding Police Chief Position

RESOLVED: To receive and file the correspondence from Patricia Fry dated October 9, 2023, regarding the police chief position.

7. Approval of Agenda

1. **Motion to:** add to the agenda a request and investigation to the political advertisement for the DDA that was published.

RESULT:	DEFEATED [3 TO 4]
MOVER:	Michael Lamb, Council Member
SECONDER:	Nancy Moshier, Council Member
AYES:	Jerry Narsh, Michael Lamb, Nancy Moshier
NAYS:	Teresa L Rutt, Carl Cyrowski, Stan Ford, Kenneth VanPortfliet

2. **Motion to:** approve the Monday October 23, 2023 Village Council meeting agenda.

RESULT:	APPROVED AS PRESENTED [UNANIMOUS]
MOVER:	Jerry Narsh, President
SECONDER:	Michael Lamb, Council Member
AYES:	Narsh, Rutt, Cyrowski, Ford, Lamb, Moshier, VanPortfliet

8. Public Hearings

9. Agenda Items for Consideration

A. Financial Matters

1. Financial Statements - September 2023

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Teresa L Rutt, President Pro Tem
SECONDER:	Kenneth VanPortfliet, Council Member
AYES:	Narsh, Rutt, Cyrowski, Ford, Lamb, Moshier, VanPortfliet

RESOLVED: To receive and file the financial reports for September 2023.

2. Invoice Approval -October 23, 2023

RESULT:	ADOPTED [5 TO 2]
MOVER:	Carl Cyrowski, Council Member
SECONDER:	Teresa L Rutt, President Pro Tem
AYES:	Narsh, Rutt, Cyrowski, Ford, VanPortfliet
NAYS:	Michael Lamb, Nancy Moshier

RESOLVED: To approve October 23, 2023 bills in the amount of \$171,421.34 of which \$10,938.78 are DDA Bills for a net total of \$160,482.56 are approved for payment; and to receive and file the DDA bills.

B. Other Items

1. Engineering Proposal to Update Village Engineering Design and Construction Standards

Carol Thurber, Nowak & Fraus Village Engineer, spoke in regards to the importance of updating the engineering design and construction standards due to the fact that most of the ordinances are out of date which is causing some challenges with getting current and future projects approved.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Teresa L Rutt, President Pro Tem
SECONDER:	Stan Ford, Council Member
AYES:	Narsh, Rutt, Cyrowski, Ford, Lamb, Moshier, VanPortfliet

RESOLVED: To accept the proposal from Nowak & Fraus Engineers dated July 18, 2023, for professional services to update the village's engineering design standards at an estimated cost of \$31,400.00; to authorize the Village Manager to execute all necessary documents related to this services contract; and to have village administration prepare the necessary budget amendments for council approval.

2. Copier Lease Contract

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kenneth VanPortfliet, Council Member
SECONDER:	Michael Lamb, Council Member
AYES:	Narsh, Rutt, Cyrowski, Ford, Lamb, Moshier, VanPortfliet

RESOLVED: To authorize the utilization of the State of Michigan MIDeal competitive bids, State and local Government Negotiated Contract No. 072788500, and approve a 60-month contract with Michigan Office Solutions for a new Xerox C9070 copier, finisher, and DMP Controller with Postscript Kit, in accordance with the firm's proposal dated October 5, 2023, at a monthly cost of \$332.31 machine lease plus \$0.0082 per

black and white copy and \$0.0436 per color copy; and to authorize the Village Manager to execute all necessary documents relating to this contract award.

3. Charter Review

Harry Stephens, 311 N. Shore, spoke of the lack of changes that have been completed to the charter in the past several years and encouraged everyone to read the charter.

RESULT:	APPROVED AS AMENDED [6 TO 1]
MOVER:	Kenneth VanPortfliet, Council Member
SECONDER:	Nancy Moshier, Council Member
AYES:	Narsh, Rutt, Cyrowski, Ford, Moshier, VanPortfliet
NAYS:	Michael Lamb

RESOLVED: To move the discussion to the budget period to better analyze the costs going forward.

10. Call to the Public

Harry Stephens, 311 N. Shore, suggested the Treasurer to go over the financial statements and explain the public how the financial statements work.

11. Council Comments

Council member Lamb thanked Mr. McClary and the village staff for promptly processing permits so that he could get heat on in his house; he also thanked the village administration for taking prompt action in regards to a complaint he had received about signs being posted illegally within the village.

Council member Ford stated he attended the Paint Creek meeting and reported there will be a trail closure at the end of October; also on the docket there will be a bridge replacement in Oakland county. He spoke of opportunities for volunteering for the adopt a trail. The DDA Halloween extravaganza was heavily attended and he enjoyed the event.

Pro Tem Rutt stated she couldn't attend the DDA Halloween Extravaganza event but she seen pictures and it appeared that the event was put on well.

Council member Cyrowski spoke about what is happening in the world with Israel and that we should all stand up to what is happening.

Council member Moshier stated that although she was opposed to the agenda online, she actually likes it, and it can be a cost saving measure. She stated that she is concerned about the fees that we are spending on the attorneys. She also stated that she did enjoy the OPEB

presentation but was concerned about his presentation not being able to be presented as planned due to technical issues.

Council member Van Portfliet thanked the DDA for the Halloween Extravaganza and a job well done and the Rotary Club's upcoming events. Briefly talked about the lowering of the lake that takes place for 3 weeks.

President Narsh stated that the Lake Orion Dragons did very well this year. He also stated that Lake Orion has lots of new developments in the community and the vitality downtown is incredible. He also addressed the parking problem and how there is a solution in progress.

12. Village Manager Comments

McClary spoke briefly about the following:

- Sanitary sewer pump station upgrade project and CWSRF application status
- Police Chief appointment
- Halloween Trick-Or-Treat hours
- Capital Improvement Plan and fee schedule work sessions
- Save the Lake Orion DDA political signs
- Downtown northeast quadrant dumpster enclosure
- South Lapeer Street grease dumpsters
- ARPA funding obligation
- Community Development Block Grant PY 2024 application
- Appointments to the board of ethics
- Agenda and Minutes management system
- Metered downtown parking
- Mobile food establishments ordinance review
- Park Avenue retaining wall replacement project
- Village Manager evaluation tool development committee
- Important dates upcoming

13. Closed Session Items

14. Reconvene to Open Session

15. Business From Closed Session

16. Adjournment

Village of Lake Orion Village Council Minutes
Regular Meeting, Monday, October 23, 2023

Page 8 of 8

Motion to: adjourn the Monday, October 23, 2023 regular meeting of the Lake Orion Village Council.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Carl Cyrowski, Council Member
SECONDER:	Teresa L Rutt, President Pro Tem
AYES:	Narsh, Rutt, Cyrowski, Ford, Lamb, Moshier, VanPortfliet

The Monday October 23, 2023 regular meeting of the Lake Orion Village Council adjourned at 9:35 PM.

Jerry Narsh
President

Susan C. Galeczka, CMC CMMC
Village Clerk

Sonja Stout
Finance Director/Treasurer/Recording Secretary

Date Approved: _____

DRAFT

Attachment: 2023-10-23 VC Reg Mtg Minutes - Draft (6374 : VC Regular Meeting Minutes 10-23-23)



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: November 13, 2023

TOPIC: Approval of Village Council Special Meeting Minutes-October 25, 2023

RECOMMENDED MOTION: To approve the Special Village Council Meeting Minutes of Monday, October 25, 2023, as presented.

ATTACHMENTS:

2023-10-25 VC Spec Mtg Minutes



MINUTES

SPECIAL MEETING OF THE LAKE ORION VILLAGE COUNCIL

Wednesday, October 25, 2023

6:00 PM

Lake Orion Village Hall Council Conference Room

21 East Church Street

LAKE ORION, MI 48362

(248) 693-8391 ext. 102

I. Call to Order

The Wednesday, October 25, 2023 Special Meeting of the Lake Orion Village Council was called to order in the Lake Orion Village Hall Council Chambers located at 21 East Church Street, Lake Orion, MI 48362 by President Pro Tem Teresa L Rutt at 6:00 PM.

II. Roll Call and Determination of Quorum

Attendee Name	Organization	Title	Status	Arrived
Jerry Narsh	Village of Lake Orion	President	Excused	
Teresa L Rutt	Village of Lake Orion	President Pro Tem	Present	
Carl Cyrowski	Village of Lake Orion	Council Member	Excused	6:03 PM
Stan Ford	Village of Lake Orion	Council Member	Present	
Michael Lamb	Village of Lake Orion	Council Member	Excused	
Nancy Moshier	Village of Lake Orion	Council Member	Present	
Kenneth VanPortfliet	Village of Lake Orion	Council Member	Present	

STAFF PRESENT:

- Darwin McClary, Village Manager
- Susan C. Galeczka, Village Clerk
- Sonja Stout, Village Finance Director/Treasurer
- Wesley Sanchez, Village DPW Director

Motion to excuse President Narsh, Council Member Cyrowski, and Council Member Lamb from the October 25, 2023 Special Village Council Meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kenneth VanPortfliet, Council Member
SECONDER:	Nancy Moshier, Council Member
AYES:	Teresa L Rutt, Stan Ford, Nancy Moshier, Kenneth VanPortfliet
EXCUSED:	Jerry Narsh, Carl Cyrowski, Michael Lamb

III. Statement by President or President Pro-Tem of Purpose of Meeting

President Pro Tem Rutt stated that the purpose of the Special Meeting is to discuss the Village Capital Improvement Plan.

IV. Public Comment

Let the record show no public comments were received.

V. Items for Consideration

1. 2023-2030 Capital Improvement Plan Preparation

Village Manager McClary reviewed the proposed Capital Improvement Plan format and request forms. Council discussed the Capital Project Request form, Capital Equipment Request form and various funding sources for capital projects and equipment.

Council Member Cyrowski entered at 6:03 PM.

Council Members discussed the process for submitting capital expenditures. The consensus of Council was for Council Members to submit to the Village Manager in the next three to four weeks their suggested Capital Improvement Projects/goals in priority order.

Council Members discussed the process for public engagement in the Capital Improvement process including hosting a meeting for the public to participate and having a survey on the Village's website for the public participation. Consensus of Council was to have President Pro Tem Rutt spearhead the Public Engagement process to begin shortly after the first of the year.

Council Members discussed scheduling future Capital Improvement Work Sessions. Consensus of Council was to have Council send their lists or priorities to the Village Manager in the next 3-4 weeks, the Village Manager will then consolidate the list and send it out to Council Members. The CIP Work Sessions will be scheduled Work Sessions after the holiday season.

Village Manager McClary reminded Council that Council will be holding a Work Session regarding Fees on November 20th at 6:00 PM.

VI. Adjournment

Motion to adjourn the Wednesday October 25, 2023 special meeting of the Lake Orion Village Council.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Carl Cyrowski, Council Member
SECONDER:	Nancy Moshier, Council Member
AYES:	Teresa L Rutt, Stan Ford, Nancy Moshier, Kenneth VanPortfliet
EXCUSED:	Jerry Narsh, Carl Cyrowski, Michael Lamb

The Wednesday, October 25, 2023 special meeting of the Lake Orion Village Council adjourned at 7:15 PM.

Teresa L. Rutt,
President Pro Tem

Susan C. Galeczka, CMC CMMC
Village Clerk

Date Approved:

DRAFT

Attachment: 2023-10-25 VC Spec Mtg Minutes (6376 : VC Special Meeting Minutes 10-25-23 Draft)



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: November 13, 2023

TOPIC: Receive and File October 2023 Police Activity Report

BACKGROUND BRIEF:

Administration is requesting that village council receive and file the monthly activity report for the Police Department.

SUMMARY OF PREVIOUS COUNCIL ACTION:

None

FINANCIAL IMPACT:

None

RECOMMENDED MOTION:

To receive and file the October 2023 Police Department Activity Report.

ATTACHMENTS:

October 2023 Police Activity Report

CLR-060 Arrest Comparison report (LO)

CLEMIS

CLEMIS
CLEAR

Search Criteria: (This report counts for offenses but excludes UCR status of 'Unfounded'.)

Month :	October
Year :	2023
Include Officer Summary?:	No

Attachment: October 2023 Police Activity Report (6372 : Receive and File October 2023 Police Activity Report)

CLR-060 Arrest Comparison report (LO)

CLASS	Description	ADULT						JUVENILE					
		Oct/2023	Oct/2022	% CHG	YTD 2023	YTD 2022	% CHG	Oct/2023	Oct/2022	% CHG	YTD 2023	YTD 2022	% CHG
1209	ROBBERY - RESIDENCE - STRONG ARM	0	1	-100%	0	1	-100%	0	0	0%	0	0	0%
12000	ROBBERY	0	1	-100%	0	1	-100%	0	0	0%	0	0	0%
1313	ASSAULT/ BATTERY/SIMPLE (INCL DOMESTIC AND POLICE OFFICER	0	0	0%	8	4	100%	0	0	0%	0	0	0%
13001	NONAGGRAVATED ASSAULT	0	0	0%	8	4	100%	0	0	0%	0	0	0%
1371	AGG/FEL ASSAULT - MURDER ATTEMPT	0	0	0%	1	0	0%	0	0	0%	0	0	0%
13002	AGGRAVATED/FELONIOUS ASSAULT	0	0	0%	1	0	0%	0	0	0%	0	0	0%
1380	TELEPHONE USED FOR HARASSMENT, THREATS	0	0	0%	0	1	-100%	0	0	0%	0	0	0%
13003	INTIMIDATION/STALKING	0	0	0%	0	1	-100%	0	0	0%	0	0	0%
2202	B&E - BURGLARY - FORCED ENTRY - RESIDENCE - HOME INVASION	0	0	0%	1	0	0%	0	0	0%	0	0	0%
22001	BURGLARY -FORCED ENTRY	0	0	0%	1	0	0%	0	0	0%	0	0	0%
2309	LARCENY - FROM YARDS (GROUNDS SURROUNDING A BUILDING)	0	0	0%	0	1	-100%	0	0	0%	0	0	0%
23007	LARCENY -OTHER	0	0	0%	0	1	-100%	0	0	0%	0	0	0%
2501	FORGERY OF CHECKS	0	0	0%	0	1	-100%	0	0	0%	0	0	0%
2505	PASS COUNTERFEITED -ANY OBJECT	0	0	0%	1	0	0%	0	0	0%	0	0	0%
25000	FORGERY/COUNTERFEITING	0	0	0%	1	1	0%	0	0	0%	0	0	0%
3074	RETAIL FRAUD THEFT 2ND DEGREE	0	0	0%	1	0	0%	0	0	0%	0	0	0%
30002	RETAIL FRAUD -THEFT	0	0	0%	1	0	0%	0	0	0%	0	0	0%
3530	COCAINE -SELL	0	0	0%	1	0	0%	0	0	0%	0	0	0%
35001	VIOLATION OF CONTROLLED SUBSTANCE ACT	0	0	0%	1	0	0%	0	0	0%	0	0	0%

Attachment: October 2023 Police Activity Report (6372 : Receive and File October 2023 Police Activity

CLR-060 Arrest Comparison report (LO)

CLASS	Description	ADULT						JUVENILE					
		Oct/2023	Oct/2022	% CHG	YTD 2023	YTD 2022	% CHG	Oct/2023	Oct/2022	% CHG	YTD 2023	YTD 2022	% CHG
3550	NARCOTIC EQUIPMENT - PARAPHERNALIA	0	0	0%	0	1	-100%	0	0	0%	0	0	0%
35002	NARCOTIC EQUIPMENT VIOLATIONS	0	0	0%	0	1	-100%	0	0	0%	0	0	0%
3707	OBSCENE COMMUNICATION	0	1	-100%	0	1	-100%	0	0	0%	0	0	0%
37000	OBSCENITY	0	1	-100%	0	1	-100%	0	0	0%	0	0	0%
5203	CONCEALED WEAPONS - CARRYING PROHIBITED	0	0	0%	0	1	-100%	0	0	0%	0	0	0%
5295	CONCEALED WEAPONS - FIREARM IN AUTO (CCW)	0	0	0%	1	0	0%	0	0	0%	0	0	0%
52001	WEAPONS OFFENSE- CONCEALED	0	0	0%	1	1	0%	0	0	0%	0	0	0%
5213	WEAPONS, FIRING OF (INCLUDES CARELESS, RECKLESS, NEEDLESS USE)	0	0	0%	0	1	-100%	0	0	0%	0	0	0%
52003	WEAPONS OFFENSE -OTHER	0	0	0%	0	1	-100%	0	0	0%	0	0	0%
	Group A Totals	0	2	-100%	14	12	16.66%	0	0	0%	0	0	0%
2298	BURGLARY - ENTERING WITHOUT PERMISSION	0	0	0%	1	0	0%	0	0	0%	0	0	0%
22003	BURGLARY - UNLAWFUL ENTRY (NO INTENT)	0	0	0%	1	0	0%	0	0	0%	0	0	0%
2606	NON-SUFFICIENT FUNDS CHECKS	0	0	0%	1	0	0%	0	0	0%	0	0	0%
26006	FRAUD -BAD CHECKS	0	0	0%	1	0	0%	0	0	0%	0	0	0%
3605	INDECENT EXPOSURE	0	0	0%	2	0	0%	0	0	0%	0	0	0%
36004	SEX OFFENSE -OTHER	0	0	0%	2	0	0%	0	0	0%	0	0	0%
4103	LIQUOR - TRANSPORT (OPEN CONTAINER, ETC)	0	0	0%	0	2	-100%	0	0	0%	0	0	0%
41002	LIQUOR VIOLATIONS -OTHER	0	0	0%	0	2	-100%	0	0	0%	0	0	0%
5311	DISORDERLY CONDUCT	1	0	0%	5	2	150%	0	0	0%	0	0	0%

Attachment: October 2023 Police Activity Report (6372 : Receive and File October 2023 Police Activity

CLR-060 Arrest Comparison report (LO)

CLASS	Description	ADULT						JUVENILE					
		Oct/2023	Oct/2022	% CHG	YTD 2023	YTD 2022	% CHG	Oct/2023	Oct/2022	% CHG	YTD 2023	YTD 2022	% CHG
5393	DISORDERLY CONDUCT (OTHER)	0	0	0%	1	1	0%	0	0	0%	0	0	0%
53001	DISORDERLY CONDUCT	1	0	0%	6	3	100%	0	0	0%	0	0	0%
5427	OPERATING WITH B.A.C. OF .08% OR MORE OFF ROAD VEHICLE	0	0	0%	1	0	0%	0	0	0%	0	0	0%
5428	OPERATING UI CAUSING SERIOUS INJURY	0	0	0%	0	1	-100%	0	0	0%	0	0	0%
8027	OPERATING W/BLOOD ALCOHOL CONTENT OF .17% OR ABOVE	0	0	0%	1	0	0%	0	0	0%	0	0	0%
8041	OPERATING UNDER THE INFLUENCE OF ALCOHOL / LIQUOR OWI	0	1	-100%	13	6	116.6%	0	0	0%	0	0	0%
80413	OPERATING UNDER THE INFLUENCE OF ALCOHOL / LIQUOR OWI 3RD OFFENSE	0	0	0%	1	0	0%	0	0	0%	0	0	0%
54002	OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS	0	1	-100%	16	7	128.5%	0	0	0%	0	0	0%
	Group B Totals	1	1	0%	26	12	116.6%	0	0	0%	0	0	0%
C2931	DWLS OPS LICENSE SUSPENDED / REVOKED	0	1	-100%	8	8	0%	0	0	0%	0	0	0%
C2933	VEHICLE REGISTRATION - IMPROPER / EXPIRED	0	0	0%	3	3	0%	0	0	0%	0	0	0%
C2935	DWLS 2ND OPS LICENSE SUSPENDED / REVOKED	0	0	0%	2	2	0%	0	0	0%	0	0	0%
C2936	OPS - NEVER ACQUIRED - NOLEA	0	0	0%	0	0	0%	0	0	0%	1	0	0%
C2937	NO OPS ON PERSON - NOP-NOLOP	0	0	0%	0	0	0%	0	0	0%	0	0	0%
2900	TRAFFIC OFFENSES	0	1	-100%	13	13	0%	0	0	0%	1	0	0%
C3010	FELONY ARREST WARRANT (ORIGINATING AGENCY)	0	0	0%	0	1	-100%	0	0	0%	0	0	0%
C3020	MISDEMEANOR ARREST WARRANT (ORIGINATING AGENCY)	1	0	0%	14	18	-22.2%	0	0	0%	0	0	0%

Attachment: October 2023 Police Activity Report (6372 : Receive and File October 2023 Police Activity

CLR-060 Arrest Comparison report (LO)

CLASS	Description	ADULT						JUVENILE					
		Oct/2023	Oct/2022	% CHG	YTD 2023	YTD 2022	% CHG	Oct/2023	Oct/2022	% CHG	YTD 2023	YTD 2022	% CHG
C3040	FELONY ARREST WARRANT - OTHER JURISDICTION	0	0	0%	0	3	-100%	0	0	0%	0	0	0%
C3050	MISDEMEANOR ARREST WARRANT - OTHER JURISDICTION	0	1	-100%	6	23	-73.9%	0	0	0%	0	0	0%
C3060	TRAFFIC ARREST WARRANT - OTHER JURISDICTION	0	0	0%	0	1	-100%	0	0	0%	0	0	0%
C3070	CIVIL / FRIEND OF COURT ARREST WARRANT	0	0	0%	0	1	-100%	0	0	0%	0	0	0%
3000	WARRANTS	1	1	0%	20	47	-57.4%	0	0	0%	0	0	0%
C3330	ASSIST OTHER LAW ENFORCEMENT AGENCY	0	0	0%	1	0	0%	0	0	0%	0	0	0%
3300	MISCELLANEOUS COMPLAINTS	0	0	0%	1	0	0%	0	0	0%	0	0	0%
	Group C Totals	1	2	-50%	34	60	-43.3%	0	0	0%	1	0	0%
C4015	RECKLESS DRIVING CITATION	0	0	0%	2	1	100%	0	0	0%	0	0	0%
C4041	SPEEDING CITATION	0	0	0%	1	0	0%	0	0	0%	0	0	0%
C4067	ALLOW UNLICENSED DRIVER TO OPERATE VEHICLE	0	0	0%	2	0	0%	0	0	0%	0	0	0%
4000	HAZARDOUS TRAFFIC CITATIONS / WARNINGS	0	0	0%	5	1	400%	0	0	0%	0	0	0%
C4307	DROVE W/EXPIRED OPS	0	1	-100%	3	1	200%	0	0	0%	0	0	0%
C4311	OPS LIC SUSP/REVOKED CITATION	0	0	0%	1	0	0%	0	0	0%	0	0	0%
C4312	NO-OPS ON PERSON CITATION	0	0	0%	0	1	-100%	0	0	0%	0	0	0%
4300	LICENSE / TITLE / REGISTRATION CITATIONS	0	1	-100%	4	2	100%	0	0	0%	0	0	0%
	Group D Totals	0	1	-100%	9	3	200%	0	0	0%	0	0	0%
	Grand Total	2	6	-66.6%	83	87	-4.59%	0	0	0%	1	0	0%

Attachment: October 2023 Police Activity Report (6372 : Receive and File October 2023 Police Activity

CLR-065 Monthly Summary Of Offenses (LO)

CLEMIS

CLEMIS
CLEAR

Search Criteria: (This report counts for offenses but excludes UCR status of 'Unfounded'.)

Month: October

Year: 2023

Attachment: October 2023 Police Activity Report (6372 : Receive and File October 2023 Police Activity Report)

CLR-065 Monthly Summary Of Offenses (LO)

CLASS	Description	Oct/2023	Oct/2022	% CHG	YTD 2023	YTD 2022	% CHG	ADULT		JUV		Total	
								Oct/2023	YTD	Oct/2022	YTD	Oct	YTD
09001	MURDER/NONNEGLIGENT MANSLAUGHTER (VOLUNTARY)	0	0	0%	0	0	0%	0	0	0	0	0	0
09002	NEGLIGENT HOMICIDE/MANSLAUGHTER (INVOLUNTARY)	0	0	0%	0	0	0%	0	0	0	0	0	0
09004	JUSTIFIABLE HOMICIDE	0	0	0%	0	0	0%	0	0	0	0	0	0
09005	DEATH INVOLVING USE OF FORCE BY LAW ENFORCEMENT	0	0	0%	0	0	0%	0	0	0	0	0	0
09006	IN-CUSTODY DEATH	0	0	0%	0	0	0%	0	0	0	0	0	0
10001	KIDNAPPING/ABDUCTION	0	0	0%	0	0	0%	0	0	0	0	0	0
10002	PARENTAL KIDNAPPING	0	0	0%	0	0	0%	0	0	0	0	0	0
11001	SEXUAL PENETRATION PENIS/VAGINA -CSC 1ST DEGREE	0	0	0%	1	0	0%	0	0	0	0	0	0
11002	SEXUAL PENETRATION PENIS/VAGINA -CSC 3RD DEGREE	0	0	0%	0	0	0%	0	0	0	0	0	0
11003	SEXUAL PENETRATION ORAL/ANAL -CSC 1ST DEGREE	0	0	0%	0	0	0%	0	0	0	0	0	0
11004	SEXUAL PENETRATION ORAL/ANAL -CSC 3RD DEGREE	0	0	0%	0	0	0%	0	0	0	0	0	0
11005	SEXUAL PENETRATION OBJECT -CSC 1ST DEGREE	0	0	0%	0	0	0%	0	0	0	0	0	0
11006	SEXUAL PENETRATION OBJECT -CSC 3RD DEGREE	0	0	0%	0	0	0%	0	0	0	0	0	0
11007	SEXUAL CONTACT FORCIBLE -CSC 2ND DEGREE	0	0	0%	0	0	0%	0	0	0	0	0	0
11008	SEXUAL CONTACT FORCIBLE -CSC 4TH DEGREE	0	0	0%	0	0	0%	0	0	0	0	0	0
12000	ROBBERY	0	1	-100%	0	1	-100%	0	0	0	0	0	0
12001	ROBBERY	0	0	0%	0	0	0%	0	0	0	0	0	0
13001	NONAGGRAVATED ASSAULT	1	0	0%	12	7	71.42%	0	8	0	0	0	8
13002	AGGRAVATED/FELONIOUS ASSAULT	1	0	0%	3	1	200%	0	1	0	0	0	1
13003	INTIMIDATION/STALKING	1	0	0%	5	1	400%	0	0	0	0	0	0
20000	ARSON	0	0	0%	0	0	0%	0	0	0	0	0	0
21000	EXTORTION	0	0	0%	0	0	0%	0	0	0	0	0	0
22001	BURGLARY -FORCED ENTRY	0	0	0%	1	0	0%	0	1	0	0	0	1
22002	BURGLARY -ENTRY WITHOUT FORCE (Intent to Commit)	0	0	0%	0	0	0%	0	0	0	0	0	0

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								Oct/2023	YTD	Oct/2022	YTD	Oct	YTD
23001	LARCENY -POCKETPICKING	0	0	0%	0	0	0%	0	0	0	0	0	0
23002	LARCENY -PURSESNAATCHING	0	0	0%	0	0	0%	0	0	0	0	0	0
23003	LARCENY -THEFT FROM BUILDING	0	1	-100%	0	2	-100%	0	0	0	0	0	0
23004	LARCENY -THEFT FROM COIN-OPERATED MACHINE/DEVICE	0	0	0%	0	0	0%	0	0	0	0	0	0
23005	LARCENY -THEFT FROM MOTOR VEHICLE	0	2	-100%	4	6	-33.3%	0	0	0	0	0	0
23006	LARCENY -THEFT OF MOTOR VEHICLE PARTS/ACCESSORIES	0	0	0%	2	2	0%	0	0	0	0	0	0
23007	LARCENY -OTHER	0	1	-100%	1	5	-80%	0	0	0	0	0	0
24001	MOTOR VEHICLE THEFT	0	0	0%	0	0	0%	0	0	0	0	0	0
24002	MOTOR VEHICLE THEFT	0	0	0%	0	0	0%	0	0	0	0	0	0
24002	MOTOR VEHICLE, AS STOLEN PROPERTY	0	0	0%	0	0	0%	0	0	0	0	0	0
24003	MOTOR VEHICLE FRAUD	0	0	0%	0	1	-100%	0	0	0	0	0	0
25000	FORGERY/COUNTERFEITING	0	0	0%	1	0	0%	0	1	0	0	0	1
26001	FRAUD -FALSE PRETENSE/SWINDLE/CONFIDENCE GAME	1	0	0%	4	2	100%	0	0	0	0	0	0
26002	FRAUD -CREDIT CARD/AUTOMATIC TELLER MACHINE	0	0	0%	2	1	100%	0	0	0	0	0	0
26003	FRAUD -IMPERSONATION	0	0	0%	0	0	0%	0	0	0	0	0	0
26004	FRAUD -WELFARE FRAUD	0	0	0%	0	0	0%	0	0	0	0	0	0
26005	FRAUD -WIRE FRAUD	0	0	0%	0	0	0%	0	0	0	0	0	0
26007	FRAUD - IDENTITY THEFT	0	0	0%	2	2	0%	0	0	0	0	0	0
26008	FRAUD - HACKING/COMPUTER INVASION	0	0	0%	0	0	0%	0	0	0	0	0	0
27000	EMBEZZLEMENT	0	0	0%	0	2	-100%	0	0	0	0	0	0
28000	STOLEN PROPERTY	0	0	0%	0	0	0%	0	0	0	0	0	0
29000	DAMAGE TO PROPERTY	2	3	-33.3%	7	7	0%	0	0	0	0	0	0
30001	RETAIL FRAUD -MISREPRESENTATION	0	0	0%	0	0	0%	0	0	0	0	0	0
30002	RETAIL FRAUD -THEFT	0	0	0%	1	4	-75%	0	1	0	0	0	1
30003	RETAIL FRAUD -REFUND/EXCHANGE	0	0	0%	0	0	0%	0	0	0	0	0	0
30004	ORGANIZED RETAIL FRAUD	0	0	0%	0	0	0%	0	0	0	0	0	0

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								Oct/2023	YTD	Oct/2022	YTD	Oct	YTD
35001	VIOLATION OF CONTROLLED SUBSTANCE ACT	0	1	-100%	2	1	100%	0	1	0	0	0	1
35002	NARCOTIC EQUIPMENT VIOLATIONS	0	0	0%	0	1	-100%	0	0	0	0	0	0
36001	SEXUAL PENETRATION NONFORCIBLE - BLOOD/AFFINITY	0	0	0%	0	0	0%	0	0	0	0	0	0
36002	SEXUAL PENETRATION NONFORCIBLE -OTHER	0	0	0%	0	0	0%	0	0	0	0	0	0
37000	OBSCENITY	0	1	-100%	0	2	-100%	0	0	0	0	0	0
39001	GAMBLING- BETTING/WAGERING	0	0	0%	0	0	0%	0	0	0	0	0	0
39002	GAMBLING- OPERATING/PROMOTING/ASSISTING	0	0	0%	0	0	0%	0	0	0	0	0	0
39003	GAMBLING -EQUIPMENT VIOLATIONS	0	0	0%	0	0	0%	0	0	0	0	0	0
39004	GAMBLING -SPORTS TAMPERING	0	0	0%	0	0	0%	0	0	0	0	0	0
40001	COMMERCIALIZED SEX -PROSTITUTION	0	0	0%	0	0	0%	0	0	0	0	0	0
40002	COMMERCIALIZED SEX -ASSISTING/PROMOTING PROSTITUTION	0	0	0%	0	0	0%	0	0	0	0	0	0
40003	HUMAN TRAFFICKING - PURCHASING PROSTITUTION	0	0	0%	0	0	0%	0	0	0	0	0	0
51000	BRIBERY	0	0	0%	0	0	0%	0	0	0	0	0	0
52001	WEAPONS OFFENSE- CONCEALED	0	0	0%	1	1	0%	0	1	0	0	0	1
52002	WEAPONS OFFENSE -EXPLOSIVES	0	0	0%	0	0	0%	0	0	0	0	0	0
52003	WEAPONS OFFENSE -OTHER	0	0	0%	0	1	-100%	0	0	0	0	0	0
64001	HUMAN TRAFFICKING - COMMERCIAL SEX ACTS	0	0	0%	0	0	0%	0	0	0	0	0	0
64002	HUMAN TRAFFICKING - INVOLUNTARY SERVITUDE	0	0	0%	0	0	0%	0	0	0	0	0	0
72000	ANIMAL CRUELTY	0	0	0%	0	0	0%	0	0	0	0	0	0
Group A Totals		6	10	-40%	49	50	-2%	0	14	0	0	0	14
01000	SOVEREIGNTY	0	0	0%	0	0	0%	0	0	0	0	0	0
02000	MILITARY	0	0	0%	0	0	0%	0	0	0	0	0	0
03000	IMMIGRATION	0	0	0%	0	0	0%	0	0	0	0	0	0
09003	NEGLIGENT HOMICIDE -VEHICLE/BOAT	0	0	0%	0	0	0%	0	0	0	0	0	0
14000	ABORTION	0	0	0%	0	0	0%	0	0	0	0	0	0
22003	BURGLARY - UNLAWFUL ENTRY (NO INTENT)	0	0	0%	1	0	0%	0	1	0	0	0	1
22004	POSSESSION OF BURGLARY TOOLS	0	0	0%	0	0	0%	0	0	0	0	0	0

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								Oct/2023	YTD	Oct/2022	YTD	Oct	YTD
26006	FRAUD -BAD CHECKS	0	0	0%	2	0	0%	0	1	0	0	0	1
36003	PEEPING TOM	0	0	0%	0	0	0%	0	0	0	0	0	0
36004	SEX OFFENSE -OTHER	0	0	0%	3	0	0%	0	2	0	0	0	2
38001	FAMILY -ABUSE/NEGLECT NONVIOLENT	0	0	0%	1	0	0%	0	0	0	0	0	0
38002	FAMILY -NONSUPPORT	0	0	0%	0	0	0%	0	0	0	0	0	0
38003	FAMILY -OTHER	0	0	0%	1	0	0%	0	0	0	0	0	0
41001	LIQUOR LICENSE -ESTABLISHMENT	0	0	0%	0	0	0%	0	0	0	0	0	0
41002	LIQUOR VIOLATIONS -OTHER	0	0	0%	1	2	-50%	0	0	0	0	0	0
42000	DRUNKENNESS	0	0	0%	0	0	0%	0	0	0	0	0	0
48000	OBSTRUCTING POLICE	0	0	0%	2	1	100%	0	0	0	0	0	0
49000	ESCAPE/FLIGHT	0	0	0%	0	0	0%	0	0	0	0	0	0
50000	OBSTRUCTING JUSTICE	1	0	0%	2	1	100%	0	0	0	0	0	0
53001	DISORDERLY CONDUCT	1	0	0%	6	5	20%	1	6	0	0	1	6
53002	PUBLIC PEACE -OTHER	0	0	0%	5	2	150%	0	0	0	0	0	0
54001	HIT and RUN MOTOR VEHICLE ACCIDENT	0	0	0%	0	1	-100%	0	0	0	0	0	0
54002	OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS	1	1	0%	17	8	112.5%	0	16	0	0	0	16
55000	HEALTH AND SAFETY	0	0	0%	1	1	0%	0	0	0	0	0	0
56000	CIVIL RIGHTS	0	0	0%	0	0	0%	0	0	0	0	0	0
57001	TRESPASS	0	0	0%	4	5	-20%	0	0	0	0	0	0
57002	INVASION OF PRIVACY -OTHER	0	0	0%	0	0	0%	0	0	0	0	0	0
58000	SMUGGLING	0	0	0%	0	0	0%	0	0	0	0	0	0
59000	ELECTION LAWS	0	0	0%	0	0	0%	0	0	0	0	0	0
60000	ANTITRUST	0	0	0%	0	0	0%	0	0	0	0	0	0
61000	TAX/REVENUE	0	0	0%	0	0	0%	0	0	0	0	0	0
62000	CONSERVATION	0	0	0%	0	0	0%	0	0	0	0	0	0
63000	VAGRANCY	0	0	0%	0	1	-100%	0	0	0	0	0	0
70000	JUVENILE RUNAWAY	0	0	0%	0	0	0%	0	0	0	0	0	0
73000	MISCELLANEOUS CRIMINAL OFFENSE	1	0	0%	2	1	100%	0	0	0	0	0	0
75000	SOLICITATION	0	0	0%	0	0	0%	0	0	0	0	0	0

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								Oct/2023	YTD	Oct/2022	YTD	Oct	YTD
77000	CONSPIRACY (ALL CRIMES)	0	0	0%	0	0	0%	0	0	0	0	0	0
	Group B Totals	4	1	300%	48	28	71.42%	1	26	0	0	1	26
2800	JUVENILE OFFENSES AND COMPLAINTS	0	1	-100%	11	14	-21.4%	0	0	0	0	0	0
2900	TRAFFIC OFFENSES	2	1	100%	70	94	-25.5%	0	13	0	1	0	14
3000	WARRANTS	2	1	100%	42	49	-14.2%	1	20	0	0	1	20
3100	TRAFFIC CRASHES	6	14	-57.1%	107	128	-16.4%	0	0	0	0	0	0
3200	SICK / INJURY COMPLAINT	11	15	-26.6%	116	114	1.754%	0	0	0	0	0	0
3300	MISCELLANEOUS COMPLAINTS	77	112	-31.2%	1434	1081	32.65%	0	1	0	0	0	1
3400	WATERCRAFT COMPLAINTS / ACCIDENTS	1	0	0%	6	5	20%	0	0	0	0	0	0
3500	NON - CRIMINAL COMPLAINTS	96	129	-25.5%	1248	2124	-41.2%	0	0	0	0	0	0
3600	SNOWMOBILE COMPLAINTS / ACCIDENTS	0	0	0%	0	0	0%	0	0	0	0	0	0
3700	MISCELLANEOUS TRAFFIC COMPLAINTS	12	13	-7.69%	186	162	14.81%	0	0	0	0	0	0
3800	ANIMAL COMPLAINTS	1	1	0%	9	25	-64%	0	0	0	0	0	0
3900	ALARMS	5	7	-28.5%	73	73	0%	0	0	0	0	0	0
	SICK / INJURY COMPLAINT	0	0	0%	0	0	0%	0	0	0	0	0	0
	NON - CRIMINAL COMPLAINTS	0	0	0%	0	0	0%	0	0	0	0	0	0
	MISCELLANEOUS COMPLAINTS	0	0	0%	0	0	0%	0	0	0	0	0	0
	TRAFFIC CRASHES	0	0	0%	0	0	0%	0	0	0	0	0	0
	MISCELLANEOUS TRAFFIC COMPLAINTS	0	0	0%	0	0	0%	0	0	0	0	0	0
	ALARMS	0	0	0%	0	0	0%	0	0	0	0	0	0
	ANIMAL COMPLAINTS	0	0	0%	0	0	0%	0	0	0	0	0	0
	TRAFFIC OFFENSES	0	0	0%	0	0	0%	0	0	0	0	0	0
	Group C Totals	213	294	-27.5%	3302	3869	-14.6%	1	34	0	1	1	35
2700	LOCAL ORDINANCES - GENERIC	0	0	0%	0	0	0%	0	0	0	0	0	0
4000	HAZARDOUS TRAFFIC CITATIONS / WARNINGS	26	60	-56.6%	496	407	21.86%	0	5	0	0	0	5
4100	NON-HAZARDOUS TRAFFIC CITATIONS / WARNINGS	1	8	-87.5%	94	33	184.8%	0	0	0	0	0	0
4200	PARKING CITATIONS	0	0	0%	40	1	3900%	0	0	0	0	0	0
4300	LICENSE / TITLE / REGISTRATION CITATIONS	2	3	-33.3%	55	43	27.90%	0	4	0	0	0	4
4400	WATERCRAFT CITATIONS	0	0	0%	0	0	0%	0	0	0	0	0	0

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4500	MISCELLANEOUS A THROUGH UUUU	0	0	0%	0	5	-100%	0	0	0	0	0	0
4600	LIQUOR CITATIONS / SUMMONS	0	0	0%	0	0	0%	0	0	0	0	0	0
4700	COMMERCIAL VEHICLE CITATIONS	0	0	0%	0	0	0%	0	0	0	0	0	0
4800	LOCAL ORDINANCE WARNINGS	0	0	0%	0	0	0%	0	0	0	0	0	0
4900	TRAFFIC WARNINGS	0	0	0%	0	0	0%	0	0	0	0	0	0
	LOCAL ORDINANCES - GENERIC	0	0	0%	0	0	0%	0	0	0	0	0	0
	WATERCRAFT CITATIONS	0	0	0%	0	0	0%	0	0	0	0	0	0
	MISCELLANEOUS A THROUGH UUUU	0	0	0%	0	0	0%	0	0	0	0	0	0
	HAZARDOUS TRAFFIC CITATIONS / WARNINGS	0	0	0%	0	0	0%	0	0	0	0	0	0
	TRAFFIC WARNINGS	0	0	0%	0	0	0%	0	0	0	0	0	0
	Group D Totals	29	71	-59.1%	685	489	40.08%	0	9	0	0	0	9
5000	FIRE CLASSIFICATIONS	0	0	0%	0	0	0%	0	0	0	0	0	0
5100	18A STATE CODE FIRE CLASSIFICATIONS	0	0	0%	0	0	0%	0	0	0	0	0	0
	FIRE CLASSIFICATIONS	0	0	0%	0	0	0%	0	0	0	0	0	0
	18A STATE CODE FIRE CLASSIFICATIONS	0	0	0%	0	0	0%	0	0	0	0	0	0
	Group E Totals	0	0	0%	0	0	0%	0	0	0	0	0	0
6000	MISCELLANEOUS ACTIVITIES (6000)	0	0	0%	4	2	100%	0	0	0	0	0	0
6100	MISCELLANEOUS ACTIVITIES (6100)	0	0	0%	1	5	-80%	0	0	0	0	0	0
6200	ARREST ASSIST	0	0	0%	0	0	0%	0	0	0	0	0	0
6300	CANINE ACTIVITIES	0	0	0%	0	0	0%	0	0	0	0	0	0
6500	CRIME PREVENTION ACTIVITIES	0	0	0%	0	0	0%	0	0	0	0	0	0
6600	COURT / WARRANT ACTIVITIES	0	0	0%	0	0	0%	0	0	0	0	0	0
6700	INVESTIGATIVE ACTIVITIES	0	0	0%	0	0	0%	0	0	0	0	0	0
	MISCELLANEOUS ACTIVITIES (6100)	0	0	0%	0	0	0%	0	0	0	0	0	0
	CANINE ACTIVITIES	0	0	0%	0	0	0%	0	0	0	0	0	0
	MISCELLANEOUS ACTIVITIES (6000)	0	0	0%	0	0	0%	0	0	0	0	0	0
	INVESTIGATIVE ACTIVITIES	0	0	0%	0	0	0%	0	0	0	0	0	0
	COURT / WARRANT ACTIVITIES	0	0	0%	0	0	0%	0	0	0	0	0	0
	Group F Totals	0	0	0%	5	7	-28.5%	0	0	0	0	0	0
8000	MISCELLANEOUS DEALER ACTIVITIES	0	0	0%	0	0	0%	0	0	0	0	0	0

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								Oct/2023	YTD	Oct/2022	YTD	Oct	YTD
	Group I Totals	0	0	0%	0	0	0%	0	0	0	0	0	0
	Totals for all Groups	252	376	-32.9%	4089	4443	-7.96%	2	83	0	1	2	84

Citation Payments

Operator Name: Is any value
 Payment Date: Is in the last 25 days
 Payment Type: Is any value
 Payment Entered By: Is any value
 Reversal/Refund Date: Is any time
 Include Reversed/Refunded Payments: Is Yes
 Payment Entry Date: Is any time
 Payment Type Classification: Is any value
 More > 10

Payment Type	Total Amount Paid	# of Payments
Web	\$200.00	10
Cash	\$100.00	5
Check	\$20.00	1
Credit/Debit	\$20.00	1
Totals	\$340.00	17

Citation Payments Detail View

Payment Time	Issue Date	Citation Number	LPN	LPN State	VIN	Payment Type	Citation Amount Paid	Online Fee Amount Paid	Total Paid	Online Pay
1 2023-10-12 16:04:07	2023-10-08	65476957	EAQ7250	MI	10CEC14C27Z531052	Cash	\$20.00		\$20.00	No
2 2023-10-13 14:30:14	2023-10-08	65476940	EEB1320	MI	WAILFAP58A007149	Web	\$20.00		\$20.00	Yes
3 2023-10-13 08:59:08	2023-10-11	65544886	LA16H	MI	1FTEW1EP3LFB81290	Web	\$20.00		\$20.00	Yes
4 2023-10-25 15:10:20	2023-10-18	65673746	DXA323	MI	1C6HJTF02LL131818	Web	\$20.00		\$20.00	Yes
5 2023-10-25 11:54:23	2023-10-19	65705420	3K2510	MI	KNDEPCA6P7359235	Cash	\$20.00		\$20.00	Yes
6 2023-10-23 13:57:34	2023-10-19	65705504	BYP407	MI	JF2SJADC6FH590183	Web	\$20.00		\$20.00	No
7 2023-10-19 14:56:47	2023-10-19	65709634	BNW603	MI		Web	\$20.00		\$20.00	Yes
8 2023-10-20 13:58:57	2023-10-20	61440902	EKU1515	MI		Credit/Debit	\$20.00		\$20.00	Yes
9 2023-10-20 14:48:50	2023-10-20	61440903	DJV039	MI		Cash	\$20.00		\$20.00	No
10 2023-10-30 10:45:21	2023-10-20	61440905	EEG7351	MI	1C4RJFB0SLC122454	Check	\$20.00		\$20.00	No
11 2023-10-21 09:03:13	2023-10-20	65726950	EGD3402	MI		Web	\$20.00		\$20.00	No
12 2023-10-23 15:24:14	2023-10-21	65742033	ERM5956	MI	1C6HJTAG1NL157210	Cash	\$20.00		\$20.00	Yes
13 2023-10-31 08:08:24	2023-10-21	65742034	AUH013	MI	1FTEW1EP5FFC21325	Web	\$20.00		\$20.00	No
14 2023-10-26 16:44:24	2023-10-22	65756574	ESR7448	MI	3GKALTEV3LL224683	Web	\$20.00		\$20.00	Yes
15 2023-10-26 14:52:28	2023-10-26	65838111	SPAY60	MI		Web	\$20.00		\$20.00	Yes
16 2023-10-31 15:35:13	2023-10-31	65909727	DQH9394	MI	1C4HJXEG5NW117995	Web	\$20.00		\$20.00	No
17 2023-10-31 15:35:13	2023-10-31	65914617	DQH9394	MI	1C4HJXEG5NW117995	Web	\$20.00		\$20.00	Yes

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
RESERVE COMMAND STAFF													
Cmdr BAUER	19	15	10	29	37	17	27	12	5	10			181
Asst Cmdr TERNZI	12	7	11	10	25	28	14	32	8	6			153
Sgt LEMING (Resigned)	16	7	8	3	13	24	7	7					85
Sgt AIELLO	13		20	15	40	23	29	22	14	9			185
Sgt ROHRBORN	8	7	2	12	12	22	22	19		11			115
Sgt HAMMOND	4	4			9	8	14		2				41
RESERVE OFFICERS													
Ofc CAMPO	16		10	9	17	8	8	17		8			93
Ofc DREW	4	4	2	9	16	5			8	18			66
Ofc DUNHAM	8	4	10		3			8					33
Ofc ISAACSON	9	9		9		15	15						57
Ofc KUCHENMEISTER	17	9	12	18	22	27			8				113
Ofc MAZZOLA	11	4	8	9	9	14	17	7					79
Ofc MIRKU					3								3
Ofc RUFFINI			2							2			4
Ofc WARD			2		3	4	8	6		3			26
Ofc WOLFF	7	7	6		17	4	4	13	5	6			69
Ofc MIHACSI	20	22	7	18	55	20		7	73	67			289
Ofc HAMM (Resigned)								7					7
Ofc SERRAIOCO					9	4	11	17		4			45
TOTAL RESERVE SUPPORT HOURS													
Month Total	164	99	110	141	290	223	176	174	123	144			
YTD Total													1644

	Medical leave
	Not on Department
	Suspended

Lake Orion Police Monthly Ordinance Report

MONTH: October 2023					
Item:	Hammond	Ward			Total
Vehicles Checked	3	8			11
Vehicles Tagged	1				1
Vehicles Towed					0
Abandoned Vehicle Tickets	1				1
Finger Prints	2				2
Ticketed Ordinance Violations	1				1
Junk/ garbage Investigated		3			3
Ordinance Warnings	3				3
Tall Grass/Weeds Violations	1				1
Zoning Issues	2	1			3
Handicap Parking Tickets					0
Other Parking Tickets		7			7
Snow/ Snow Removal Violations					0
Property Maintenance/ Inspections	2				2
Sign Violations	5	12			17
TOTAL:	21	31			52
Hours Worked	69	94			163
Hours in HUD District (CDBG)	8	12			20

10/31/2023 10:28 AM

Prepared by: HammondR



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: November 13, 2023

TOPIC: DDA Executive Director's Report - October 2023

Background Information: The October 2023 DDA Executive Director's Reports are attached for your review.

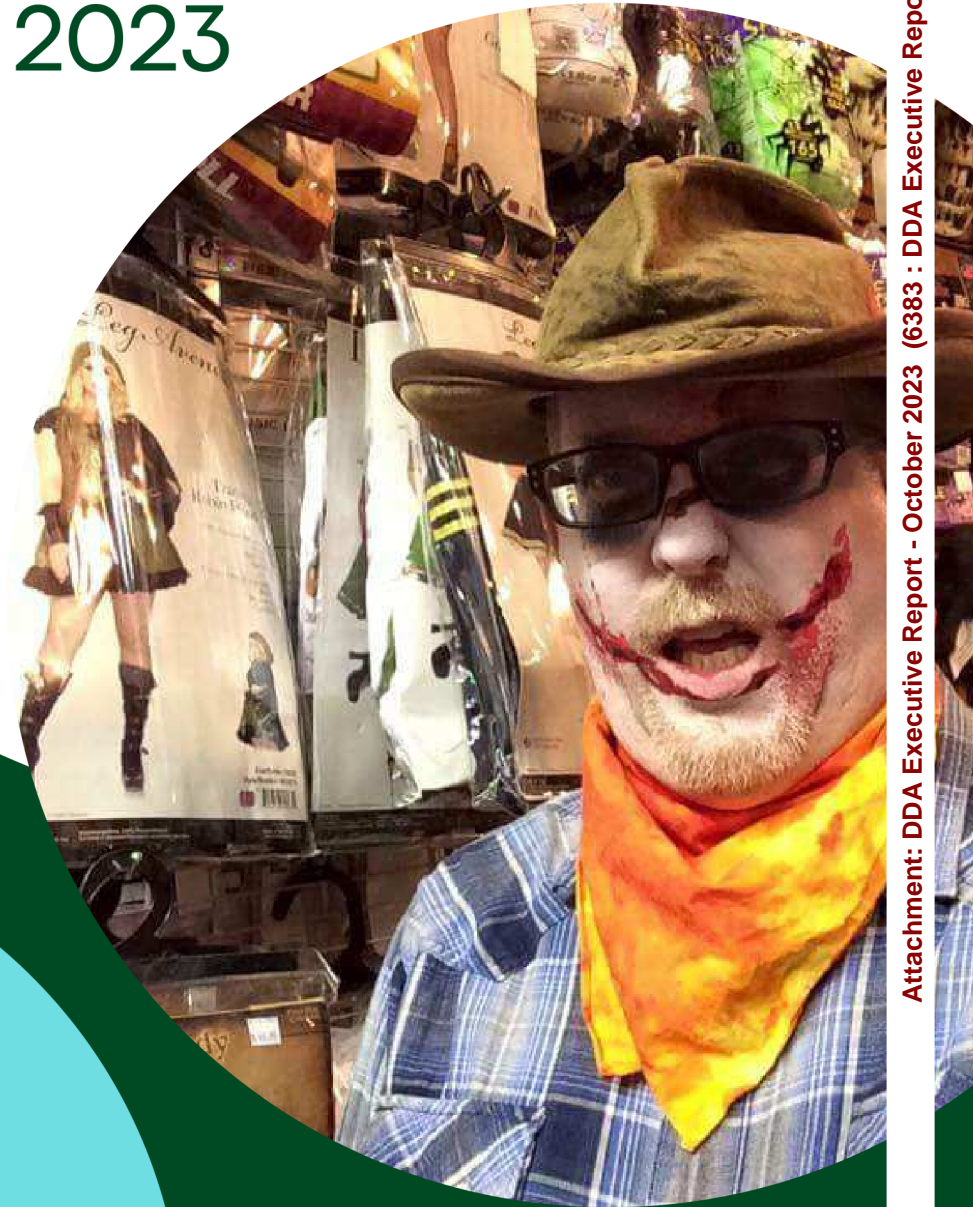
Recommended Motion: To receive and file the DDA Executive Director's Report for October 2023.

ATTACHMENTS:

DDA Executive Report - October 2023

Director Report

October 2023



Prepared by
MOLLY LALONE,
EXECUTIVE DIRECTOR

2022-23 PRIORITIES

As of September 13, 2022

1. DUMPSTER ENCLOSURE - BID CLOSED, NO PROPOSALS

2. DOWNTOWN LIGHTING

- LAMPPOST RETROFIT - COMPLETED NOVEMBER 2022
- "SUSTAINABLE MAIN STREET" AWARD BY MSOC, MAY 2023

3. GAZEBO ELECTRICAL IMPROVEMENTS - COMPLETED JULY 2022

4. PARKING - E/V CHARGING STATIONS - COMPLETED JUNE 2023

5. PARKING - PROPERTY ACQUISITION

- DUE DILIGENCE PHASE COMPLETE
- BOND ISSUANCE COMPLETE
- PROPERTY SALE COMPLETE
- POSSESSION OF PROPERTY - OCTOBER 25, 2023

PROPERTY ACQUISITION

PLAN OVERVIEW

Location: Lake Orion Lumberyard, 215 S. Broadway Lake Orion MI 48362

Property Purchased: August 28, 2023, DDA takes possession October 25, 2023

Goals and objectives: updated by DDA Board, Jan 17, 2023

Environmental Phase I report showed six areas of concern that warranted further investigation. DDA Board ordered the Phase II report at November DDA Regular Meeting

Environment Phase II: Results reported by Legal Counsel, Jan 17th.

October 2022: DDA Board passed a resolution pledging to pay bond with TIF revenues. Village Council watched a presentation about issuing the bond by Bendzinski bond team and J. Aronoff, Miller Canfield.

Design Charette, October 27th, 5pm - 7pm attended by approximately 50pp for an interactive program to get public participation regarding the future of Downtown Lake Orion.

November 2022: Results of the Design Charette presented to DDA board by AKA Architects.

December 2023 - Grants:

- Dominic Romano, MEDC, requests plans so he can keep us informed of upcoming funding opportunities.

Project Priorities Workshop: Jan 10, 2023 See next page for Mission Statement created during this workshop.

March 2023: Public Q&A hosted by Village Manager and DDA Executive Director

April 2023: Village Council approved \$5M Bond Issue

June 2023: Bonds issued June 29, 2023, 301 Fund created

July 2023: Property Purchase pending

August 2023: Property Closed August 28, 2023, DDA takes possession of the property on October 25, 2023

September 2023: proposal requests for demolition and hazardous materials survey

PROPERTY ACQUISITION

MISSION STATEMENT

Location: Lake Orion Lumberyard, 215 S. Broadway Lake Orion MI 48362

Due Diligence ends: August 30, 2023

Goals and objectives: updated by DDA Board, Jan 17, 2023

The Lake Orion Lumberyard Project will create a gateway space on the south end of the downtown that

- honors the character of the community,
- provides more parking for the downtown,
- is balanced by pedestrian and event-friendly amenities, and
- improves the safety and ease of accessibility (Entrances & Exits) to the corner of Atwater and M24

It will be a legacy for future Lake Orion Stakeholders; focusing on

- enhancing Meeks Park and the Paint Creek Trail,
- adding some commercial and high-end residential buildings, and
- a multi-purpose event space with a flexible, open design

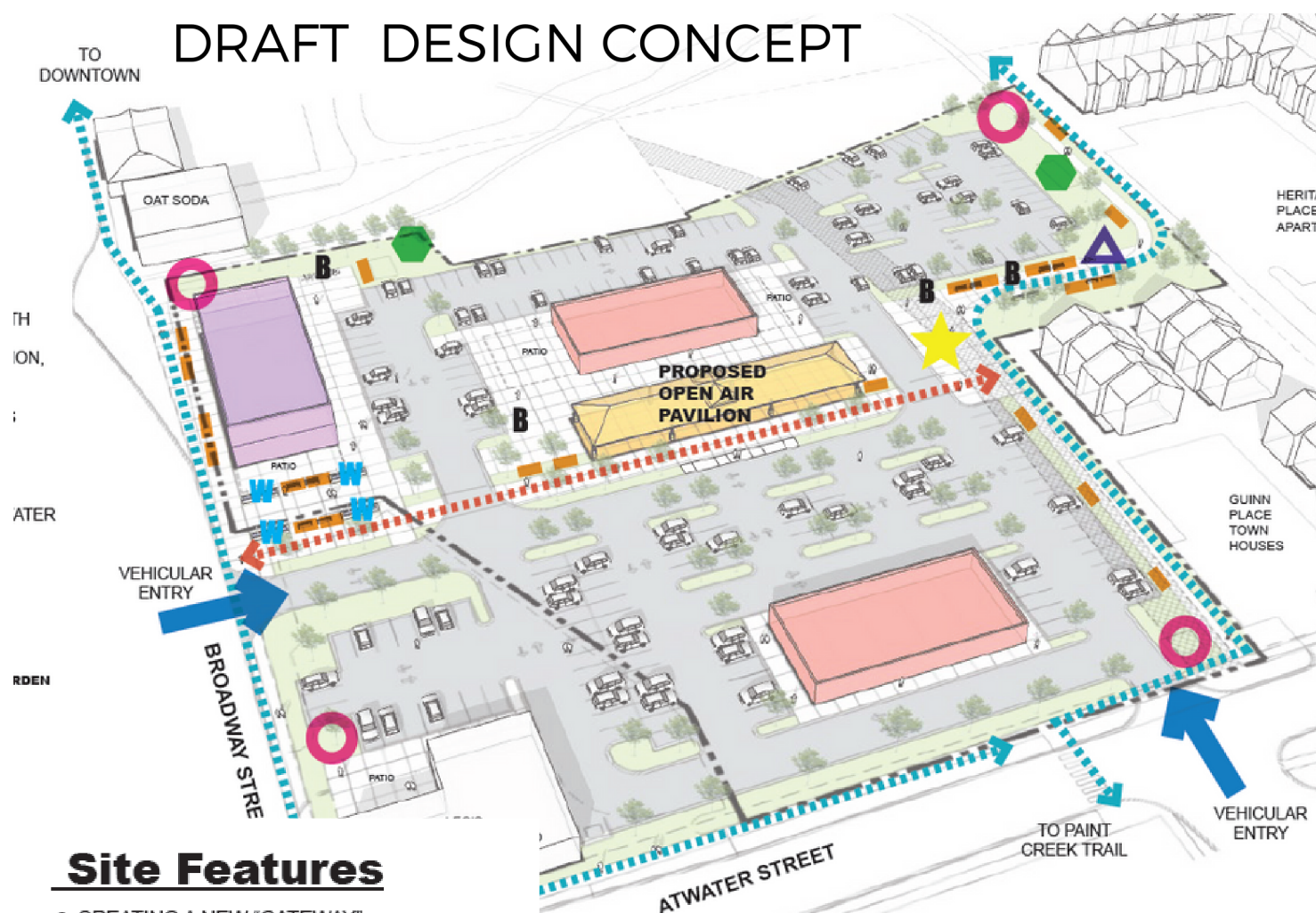
The Lake Orion DDA has requested support from the Village of Lake Orion Council for a \$5 million dollar bond. After purchase, the DDA will use the remaining funds to

- Address environmental issues present on the property and
- Build a foundational infrastructure on the property from which to build upon

The DDA will Invest in a multi-phase plan which clearly identifies parameters for all amenities.

The DDA will augment their funding for this project by seeking private and public partners who can help achieve the vision for the Lake Orion Lumberyard Project.

DRAFT DESIGN CONCEPT

**Site Features**

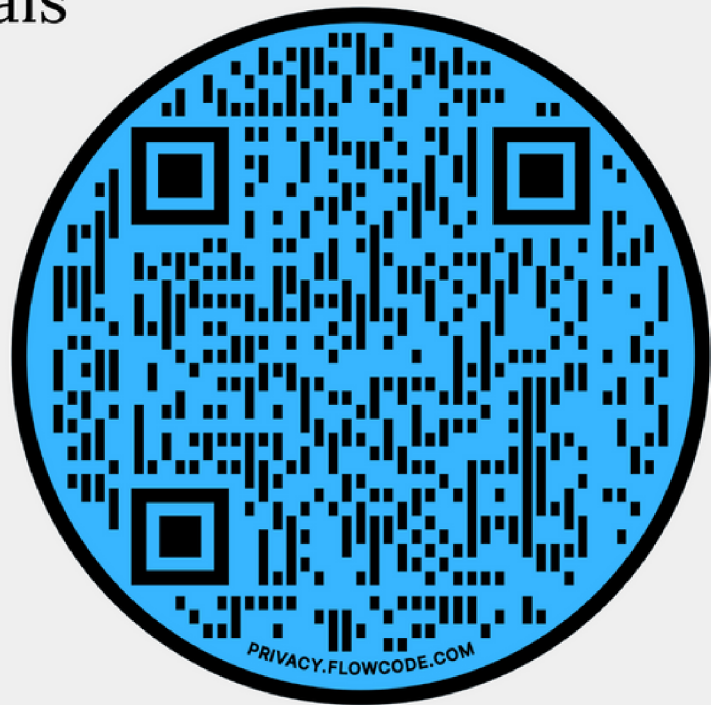
- CREATING A NEW "GATEWAY" TO DOWNTOWN LAKE ORION
- PROPOSED MULTIUSE EVENT PAVILION
- MAINTAIN EXISTING ATWATER TRAIL LOCATION/ADD LANDING PAD PLAZA AREA WITH BIKE RACKS, BIKE REPAIR KIOSK, SEATING, AND EVENT SPACE FOR STARTING/FINISH LINES
- STRENGTHEN THE CONNECTION TO THE PAINT CREEK TRAIL AND REINFORCE DOWNTOWN LAKE ORION AS A TRAIL WAY DESTINATION WITH ADDITION OF NEW TRAIL PLAZA WITH SEATING PUBLIC ART, BIKE REPAIR STATION, BIKE RACKS, LANDSCAPE.
- PROPOSED PUBLIC ART OPPORTUNITIES
- PROPOSED BUTTERFLY GARDEN OR COMMUNITY GARDEN OPPORTUNITY
- PROPOSED PLAZA WITH SEATING AND WATER FEATURE

Legend

- | | | | |
|--|--|--|----------------------------------|
| | PROPOSED PUBLIC ART | | |
| | PROPOSED BUTTERFLY/COMMUNITY GARDEN | | |
| | PROPOSED WATER FEATURES | | |
| | PROPOSED TRAIL PLAZA EVENT SPACE | | |
| | PROPOSED SEATING AREAS | | |
| | PROPOSED BIKE REPAIR KIOSK | | |
| | PROPOSED BIKE RACKS | | |
| | EXISTING PEDESTRIAN ACCESS | | PROPOSED VEHICULAR ACCESS |
| | PROPOSED PEDESTRIAN ACCESS | | |

Participating Businesses in Lake Orion

- Amazing Petals
- Broadway
Embroidery
- Caruso
Chiropractic
- Cookies &
Cream
- Lake Orion
DDA
- Simply Marcella
- Roses of
Silverbell
- And more to
come!



Shop Now!



SHOP OAKLAND COUNTY
Main Streets

Promotions Committee - First Monday, (Oct 2nd, Nov 6th, Dec 4th) at 11am online and at DDA office

Committee Chair: Sally Medina, DDA Board Member

The Promotion Committee markets Downtown's unique characteristics to shoppers, investors, new businesses, tourists, and others while promoting retail events, special events and ongoing programs.

Design Committee - Third Monday, (Oct 16th, Nov 20th, and Dec 18th) at 3pm online

Committee Chair: Lloyd Coe, DDA Board Member

The Design Committee works to improve the appearance of Downtown so that it is perceived as clean, safe and friendly while preserving its historic appeal.

Organization Committee - Third Wednesday, (Oct 18th, Nov 15th, Dec 20th) at 11:30am, DDA Office

Committee Chair: Alaina Campbell, DDA Board Member

The Organization Committee works to communicate the vision, philosophy and activities of the Main Street organization to the community through membership and partnership development and a communications program.

Economic Vitality Committee - Fourth Thursday, (Oct 26th) at 11:30am, TBD

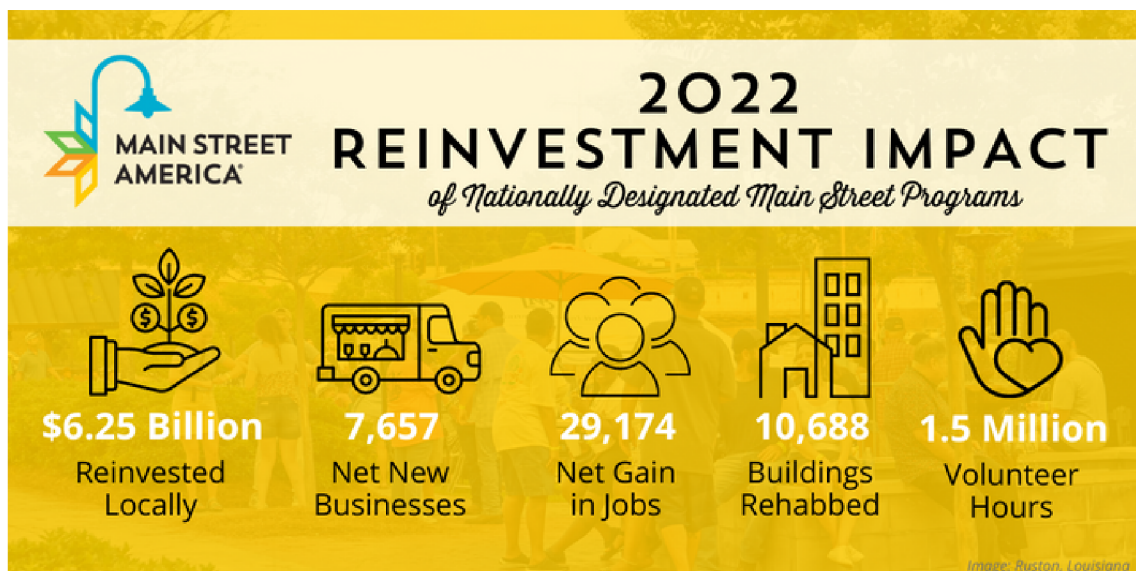
Committee Chair: Matthew Shell, DDA Board Member

The Economic Vitality Committee works to strengthen the economic base in Downtown by helping existing businesses to expand, recruiting new businesses for a balanced mix, and converting unused space into productive property.

DDA Business Power Hour - Third Thursday, (Oct 19th, Nov 16th) at 9:00am, ABeanToGo

Committee Chair: Dr. Sam Caruso, DDA Board Member

The DDA Business Power Hour is a meeting for business owners, managers, and employees to learn about upcoming events and projects and to provide feedback to the DDA





Community Assessment Results - Y/E 2022

Standard 1: “Broad-based Community Commitment to Revitalization”

Strengths:

- United to face adversity by small minority – used this challenge as an opportunity to improve awareness of the DDA/Main Street
- Strong local business atmosphere
- Visibility in community throughout pandemic – proactively worked to support business owners and create opportunity for safe public gatherings (e.g., cornhole league, warming stations)
- Good working relationship with Village Manager

Opportunities:

Lake Orion is on the cusp of becoming an “it” town, creating unique challenges. Consider the following:

- Continue expanding relationships with large and small-scale developers
- Stay abreast on rising property value trends – advocate for smart housing growth
- Continue evaluating, implementing, and communicating progress on major initiatives in the downtown (e.g., parking study, Lumber Yard)
- Include neutral third-party experts to disseminate information, justify new projects, and to advocate for the DDA

Standard 2: “Inclusive Leadership and Organizational Capacity”

Strengths:

- DDA Board identifies annual priorities (e.g., public safety)
- Executive Director actively monitors committee progress on projects
- Multiple personnel/staff support

Community Assessment Results - Y/E 2022 continued

Standard 2: “Inclusive Leadership and Organizational Capacity”, continued

Opportunities:

- Leverage network(s) of individual Board members to advocate for DDA and challenge false narratives
- Board members lead outreach and education
- Pursue new engagement by taking outreach to where people are and/or need to be reached
- Use special events as starting point for developing diversity
- Mentor new volunteers who are interested in a leadership role within the organization (committees, Board)
- Use demographic data to crosscheck/confirm DDA leadership representation

Standard 3: “Diversified Funding and Sustainable Program Operations”

Strengths:

- Ability to, and successful experience in, purchasing real estate
- Predictable and consistent revenue from DDA tax district (historically)
- Leverages events and activities to solicit sponsorship revenue
- Detailed budget alignment with work plan activities

Opportunities:

- Continue education efforts on how TIF district’s function
- Explore alternate funding mechanisms in event TIF revenue fade—examples include: 501c3 or 501c6 status
- End-of-Year fundraising initiative
- Business supplier support (see sample letter) ▪ Additional state and national grant programs

Standard 4: “Strategy-Driven Programming”

Strengths:

- Incorporation of stakeholder’s top concerns: parking, public safety, and gateway (Lumber Yard) redevelopment
- Coordination of community visioning for Lake Orion Lumberyard project
- Promotion of downtown as positive, thriving amidst pandemic
- Access to ongoing market data via Main Street Oakland County
- Detailed workplans for individual initiatives

Opportunities:

- Explore potential Transformation Strategy of making Lake Orion a place of steady activity (day and night, year-round)
- Consider a texting service that sends push notifications on things happening downtown
- Develop initiatives to promote existing parking options and consider new temporary (valet service, downtown trolley, create and enforcing parking limits, etc.)
- Find creative ways to attract M24 travelers downtown
- Grants to small businesses for back-of-building signage installation
- Develop design guidelines for tasteful billboards that do not jeopardize the integrity of the historic district (see Schuler’s in Marshall)
- Rent existing billboards along M-24 to promote and direct people to downtown
- Use demographic data to crosscheck/confirm DDA leadership representation

Community Assessment Results - Y/E 2022 continued

Standard 5: “Preservation-based Economic Development”

Strengths:

- Streetscape project served as catalyst for reinvestment
- Purchasing of (and selling) two underutilized buildings that now add to the vibrancy of downtown
- First social district in southeast Michigan
- Increasingly diverse business representation and engagement

Opportunities:

- Position and promote Lake Orion as multimodal to counter lack of parking (see Ferndale, MI’s “Walk Ferndale” signage)
- Consider a “Lake Orion Fitness Month!” challenge
- Incorporate scavenger hunt program into parking lot discoveries
- Leverage existing assets and businesses who align with health/fitness
- Use existing Facebook Live and other media platforms to demonstrate where to park and how long it takes to walk from point A to point B
- Emphasize importance of shopping local in promotions/marketing to build further community support for downtown
- Continue developing programs and activities that support Lake Orion becoming a hub of activity (such as the recently retrofitted streetlights, crosswalk safety project, and increasing participation at “Power Hour”)

Standard 6: “Demonstrated Impact and Results”

Strengths:

- DDA has quickly increased communication with the community, emphasizing value/impact
- Strong marketing arm
- Collects testimonials in addition to quantifiable data
- Access to impact-sharing support from Main Street Oakland County (data template)

Opportunities:

- Explore development of a local ambassador or “influencer” program to support positive promotion of downtown
- Leverage existing marketing outlets (regional, state, national) to promote downtown and impact of DDA
- Include QR codes and/or fliers showcasing DDA’s impact in utility bills
- Utilize business owner’s POS systems to gather contact information to include in communications
- Use existing outreach platforms to invite the public into conversations regarding major projects (early and often)

PARKING STUDY UPDATE - COMPLETE

The purpose of a parking study is to

- Quantify and qualify existing parking resources
- Engage the public and stakeholders, and
- Provide recommendations for parking and parking management

Lake Orion's last study was completed in 2018 and it is common to update this study every 3–5 years. This study was completed December 2022 and the final report published February 2023.

Parking Study Final Report Highlights

- For the entire 21 block study, there are a total of 1,469 parking spaces. Of these, publicly available parking comprises slightly less than one-half of the total supply, which is less than the best practice benchmark of 50% to facilitate a park once and walk to multiple destinations (Table 1, pg. 7).
- For the core block study, 60% of parking is publicly provided and 40% is privately provided.
- Using the calculated parking demand during current weekend peak hours within the core area, there is a net deficit of parking spaces in areas 18 and 21, totaling a deficit of 84 parking spaces (Map 17, pg. 48).
- Future weekend evening demand (3 years and Five years) with projected growth indicates that block 18 will be 9 spaces short and block 21 is projected to be short by 79 spaces (Map 20, pg. 55 and Map 21, pg. 56).
- Summary of Findings show that typical weekend parking occupancy is approximately 82% and beginning to approach the level (85 to 90 percent) where most patrons consider parking insufficient (page 64).

Recommendations include (pages 65 - 67):

- Stronger on-street parking enforcement.
- Give parking lots a designated name for ease of use.
- Within 3 to 5 years, either increase the physical parking supply or work with private businesses to use existing lots during their non-business hours.
- Develop a parking sinking fund for parking lot repair and acquisition with a target of approximately \$21,000 yearly.
- Base parking space needs on restaurant square footage, versus occupancy.
- Adjust zoning requirements for residential units.
- Develop Special Event parking plans.
- Increase bicycle parking.

ORGANIZATION COMMITTEE

VISION STATEMENT - FOR REVIEW

Purpose is to update Vision to include upcoming projects and the economic development strategies the DDA is focusing on. The vision was last updated in March 2011.

The inclusion of economic development strategies is a new Main Street America Accreditation requirement. The request is for 1-2 strategies and an action plan for achieving them that is written into the vision.

ORGANIZATION COMMITTEE

CAMPAIGN FOR MAIN STREET

The Lake Orion DDA demonstrates its commitment to the Village of Lake Orion

What does it mean to be a good community partner? Being a community partner means:

- You are actively working together with others in your community to make positive changes.
- You are part of a team that cares about the well-being of everyone in the community, working towards common goals.

Community partners can be individuals, organizations, or businesses that collaborate with others to address important issues and create a better future for everyone. Here are fifteen ways the Lake Orion Downtown Development Authority (DDA) is a good community partner for the Village of Lake Orion:

1. **The DDA collaborates with Village Council** to identify ways to better serve the community and has set aside a significant portion of new capture (75% to the Village) for village-approved infrastructure projects.
2. The DDA uses taxes collected from the community to make improvements in the downtown area that **benefit the community as a whole**. Examples of this are: sidewalk and road improvements, directional signage, parking creation and maintenance, Paint Creek Trail extension and bike amenities, public restrooms at the Fire Hall, and new playground equipment in Children's Park.
3. **A higher share of the taxes collected are reinvested locally**. In 2023, over \$400,000, normally distributed throughout the county, instead will be reinvested in Lake Orion through the DDA. This is not an extra tax, rather, it is use of normally collected taxes.
4. **The DDA pays the village** for administrative services, police, public works services, utilities, and other shared costs, **which helps the village save money**.
5. **The DDA creates and maintains public spaces**, such as the Paint Creek Trail extension, Flint Street Alleyway, the Lake Orion Social District, and the new playground in Children's Park, which provide recreation opportunities for residents and visitors.
6. **The DDA manages the Main Street America Program**, through which the community has been accredited since 2006. Volunteers help make things happen through their participation in different Main Street Committees: Economic Vitality, Design, Promotions, and Organization. Having Main Street America accreditation helps the Village of Lake Orion and its businesses qualify for grants which help to pay for special projects like the playground equipment in Green's Park.

ORGANIZATION COMMITTEE

CAMPAIGN FOR MAIN STREET

The Lake Orion DDA demonstrates its commitment to the Village of Lake Orion - Continued

7. **The DDA decorates seasonally**, dressing up the town with flower baskets in the spring and summer, holiday lights on the trees in the winter, and decorative scenes on downtown windows throughout the year.
8. **The DDA markets Lake Orion and its businesses** through various channels (Facebook and Instagram pages, Orion Living Magazine, website, banners, a-frame signs, posters, ads in local publications, and weekly e-newsletters).
9. In Partnership with the Oxford DDA, **The DDA provides the Downtown Trolley Express** for free rides to and from each downtown.
10. **The DDA invests in projects that help the community thrive**, such as restoring Front Street, installing electric vehicle charging stations, and improving downtown lighting with Dark Sky technology.
11. **The DDA promotes and/or hosts 50 events and activities annually** to attract people to Downtown Lake Orion.
12. **The DDA enables downtown restaurants to be eligible for location-based Class C liquor licenses** at significant savings over traditional liquor licenses.
13. **The DDA manages the Social District** allowing customers to purchase a drink from a downtown restaurant to enjoy outside in town.
14. **The DDA offers Shop Local rewards programs** like Downtown Dollars and the Shopping Passport
15. **The DDA provides signage** throughout town which helps visitors navigate our town and learn about our history.

All of these efforts demonstrate the Lake Orion Downtown Development Authority's commitment to being a good community partner by reinvesting in the village, collaborating with Village Council, and helping the community to thrive.

1. CREEKSIDE LIGHTING <input type="checkbox"/>	15. <input type="checkbox"/>
2. ADOPT A GARDEN PROGRAM (\$2,500 FLAGSTAR GRANT) <input checked="" type="checkbox"/>	16. <input type="checkbox"/>
3. TASTE OF TOWN IN ALLEYWAY <input type="checkbox"/>	17. <input type="checkbox"/>
4. STEAMPUNK ART & ADAPTIVE REUSE DESIGN BRUCE ROSENBAUM (MODVIC.COM) <input type="checkbox"/>	18. <input type="checkbox"/>
5. DIGITAL MARQUEE <input type="checkbox"/>	19. <input type="checkbox"/>
6. PORTABLE MONITOR FOR SPONSOR RECOGNITION <input type="checkbox"/>	20. <input type="checkbox"/>
7. ELABORATE SEASONAL PICTURE SPOTS (LIKE OXFORD FALL TRUCK SCENE) <input type="checkbox"/>	21. <input type="checkbox"/>
8. TRASH BIN BEAUTIFICATION (PARTNERSHIP WITH HS ART DEPT?) <input type="checkbox"/>	22. <input type="checkbox"/>
9. <input type="checkbox"/>	23. <input type="checkbox"/>
10. <input type="checkbox"/>	24. <input type="checkbox"/>
11. <input type="checkbox"/>	25. <input type="checkbox"/>
12. <input type="checkbox"/>	26. <input type="checkbox"/>
13. <input type="checkbox"/>	27. <input type="checkbox"/>
14. <input type="checkbox"/>	28. <input type="checkbox"/>

Branding & Outreach

- Branding Kit - colors, font, logos, style
- Brand Marketing
- E-Newsletters
- Orion Living Magazine
- Podcast Series
- Educational Campaigns through Editorial Ads, Social Media, and Direct Mail postcards
- Samet Backyard Meet & Greet Neighborhood event
- Legislative Tour with Orion Area Chamber of Commerce

Historic Preservation

- Historic Signs - downtown
- Downtown History - Website
- Timeshift History Videos - Downtown
- Historic Building Facade Grants

Physical Improvements

- Front Street restoration to 2 way traffic
- Wayfinding Signage
- Overall street and sidewalk improvements
- Dark Sky compliant streetlamp retrofit
- Bond issue for Lumberyard Project
- "Enter the Dragon" Mural
- Flint Street Alleyway Lighting
- Eagle Scout project benches
- Seasonal downtown Decorations including holiday tree light and Summer hanging baskets

Business Support

- Match On Main Business support
- Patronicity Business Support Campaign
- PPE
- Destination Business Boot Camp
- Shop Oakland Business Set Up Assistance
- Monthly Business Power Hour
- Event Logistics communication

Parking

- Anderson/Front Parking Lot
- Art Center Parking Lot and Restrooms
- Slater Parking lot
- Shared Parking Leases
- Parking Study updates (2018 and 2023)
- Safety Path Slater Street Parking lot to Anderson Street
- Electrical Vehicle Charging Stations

Alt Transportation

- Paint Creek Trail Extension
- Art Center Bike Parking
- Children's Park Bike Parking
- Meeks Park Bike Parking
- Public Boat Docks

Parks

- Playground Equipment - Children's Park
- Electrical upgrades - Gazebo
- First Responder boat docks
- Paint Creek Bank Stabilization matching funds
- Pedestrian Safety railing improvements in Children's Park

Events

- #StrongerTogether Events with Oxford
 - Trolley
 - IceFest
 - Summer Social
 - Witches Night
 - Restaurant Week
 - Letterboxing
- LOLive! Music Summer Series
- Halloween Extravaganza
- Sing & Stroll Tree Lighting
- Small Business Saturday
- Here Lies Lake Orion Cemetery Tour
- Overall Event Promotion - all events

2023 DDA BOARD MEETINGS - 6:30PM, VILLAGE COUNCIL CHAMBERS



Attachment: DDA Executive Report - October 2023 (6383 : DDA Executive Report October 2023)

2024 DDA BOARD MEETINGS - 6:30PM, VILLAGE COUNCIL CHAMBERS



Attachment: DDA Executive Report - October 2023 (6383 : DDA Executive Report October 2023)

Lake Orion Lumberyard Project

Questions and Answers

1. Does the DDA have the expertise and experience to take on a project of this size and complexity?

Yes. The DDA has been an economic investor in the Village of Lake Orion, since its culmination in 1985. This is not first economic catalyst for the DDA. Similar to our previous projects we will find professional service partners to build the best product at the greatest value to our community.

2. Does the DDA have the funds to pay for the design and planning expertise that should be involved, in addition to the cost of the bond?

Yes. The DDA is funded well beyond the bond debt service to hire professional services. Similar to our previous project and other regional DDA's we are seeking private/public partnership that will further provide expertise to the project.

3. Why is parking, which costs money and currently produces no direct revenue, a priority for this project?

Parking is one critical component of a strong and vibrant downtown. If people cannot park, people will not visit, stay or invest in our community. (Note even the most successful parking systems are not self-funding, they are frequently publicly subsidized. City of Rochester as an example)

4. In the proposed plan, doesn't it seem like a lot of concrete surface ratio to grassy surface? I know parking is needed but shouldn't the space be beautiful too since it is an entrance to downtown??

This is a possibility that could be discussed.

5. Shouldn't most of the parking be on the North end of town in order to add to downtown parking?

This is a possibility that could be discussed.

6. Couldn't the DDA office relocate to the Lumberyard office?

This is a possibility that could be discussed.

Financial Questions

7. Can you please help me understand how the DDA is funded?

The DDA receives growth of the property taxes collected for each property in the district. The taxes normally paid by taxpayers within the district are redirected back to the district instead of going to other agencies. If the DDA were to be dissolved, the taxes would remain the same.

8. If the DDA purchases the bonds and it goes away, will the funds be there to repay the bond?

Yes, the resolution authorizing the bonds will create a lien on the tax increment revenues and other revenues pledged by the resolution. (See: MCL 125.42160(2))

For the Lake Orion DDA, this would be the only bonded debt held.

9. The DDA currently has money in the TIF capture to pay for the bond; however, if the DDA is dissolved, will the Village have to pay for the bonds?

No. TIF collection will continue for the purpose of paying off the bonded debt.

10. Does the Village Council have to approve the DDA Bonds?

Yes. In order for the Lake Orion DDA to borrow money, the "local governing body" - Village Council, must approve. (See: MCL 125.4213a)

11. Is part of the bond repayment from TIF funds?

TIF funds are what will be used to pay for the bonded debt.

12. Are the lift stations part of the \$5 million bond or separate?

No, the lift stations are not part of the DDA District. Tax Revenue collected within the district may only be used for projects in the district.

13. What Liability will the Village carry for the bonds?

The Village Council may pledge its full faith and credit to support the DDA's revenue. If the Village pledges its full faith and credit, it will carry some liability. However, the TIF Revenue will continue to be collected to pay for the bonded debt and cuts will come from the DDA, if necessary, to keep making the payments thus the Village's liability is very low.

14. What is the actual amount of the bond and is it the correct amount?

In the DDA's Development plan, the maximum amount the DDA can borrow is \$5M. (see Amendment No. 4 TIF and Development Plan, p. 50) The DDA's bond request is a total of \$5M. They are working with the Bond team to make sure everything they are doing is correct.

15. The debt service schedule shows the last payment in 2040, but the DDA sunsets December 2039, why don't the dates match?

Taxes are collected through December 2039. Funds collected the last year will pay for the final payments.

16. How will the Village be able to fund the infrastructure projects if the DDA gets all the revenue for new projects?

The DDA and the Village have agreed to set aside 75% of taxes above 2022 rates for Village directed infrastructure projects within the DDA area.

17. What are the legal and due diligence costs to date?

The DDA has set aside \$250,000 for legal and due diligence costs associated with the Lake Orion Lumberyard project.

18. Can the DDA afford a payment of around \$395,000 per year with current or anticipated funding, or will other activities need to be cut?

The priority of the DDA will be to pay the debt service first. Other activities may be reduced or fundraised for in order to do.

19. Is it worth it to use \$5 million of taxpayer funds and receive only \$3 million, and then have all the other related costs to somehow make the project viable?

If the DDA gets approval to bond for \$5M, it will get \$5M instead of \$3M. It is the intention of the DDA to purchase the property and use the rest of the funds to help get the project started and to secure private public partnerships to help further complete and fund the project over the next several years.

Tax Payer Liability or Risk**20. If the economy tanked, would residents be on the hook for bond repayment?**

If the economy tanked, the TIF revenue would still be collected to pay for the bond debt. Instead, the other activities of the DDA would be eliminated, if necessary.

21. If the DDA is dissolved, would the Village have a plan in place?

If the DDA is dissolved, the TIF revenue would still be collected until the bonded debt was paid off.

22. Is \$5,000,000 enough to do whatever is needed to meet the goals of the DDA and Village of Lake Orion?

\$5M is enough to purchase the property and use the rest of the funds to launch the project started and secure private public partnerships to phase the project through private public partnerships.

General**23. Is this a priority for the DDA and Village of Lake Orion over everything else that \$5 million could be used for?**

Yes, this DDA funded project is a priority. Funds borrowed by the DDA must be used for projects within their district. There are other priority projects for the Village outside of the district, but these funds could not be utilized.

Legal Questions**24. Does the DDA have the authority to purchase the lumberyard?**

Yes, the DDA has the authority to execute a plan which aids in the economic growth of the downtown district. This authority is granted by PA57 of 2018, the State which governs Tax authorities.

The DDA has used development as a catalyst before. They owned the building which now houses Fork N Pint. The DDA created a business incubator there then eventually sold it to Fork N Pint. The restaurant has become an anchor at the North end of the downtown. (See: MCL 125.4202)

25. Does the DDA have the authority to improve the land, construct, rehabilitate or otherwise operate any building on the land it purchases?

Yes. The DDA Act, at MCL 125.4207, states that a DDA board may plan and propose the construction, renovation, repair, remodeling, rehabilitation, restoration, preservation, or reconstruction of a public facility, an existing building, or a multiple-family dwelling unit which may be necessary or appropriate to the execution of a "plan" which, in the opinion of the board, aids in the economic growth of the downtown district.

26. Does the DDA have the authority to lease or collect fees or rents for the use of any building or property under its control?

Yes. The DDA Board may acquire by purchase or otherwise, on terms and conditions and in a manner the authority considers proper or own, convey, or otherwise dispose of, or lease as lessor or lessee, land and other property, real or personal, or rights or interests in property, which the authority determines is reasonably necessary to achieve the purposes of this part, and to grant or acquire licenses, easements, and options with respect to that property. (See: MCL 125.4207(1)(h))

27. Does the DDA have the authority to pledge the fees, rents and charges for the payment of revenue bonds?

Yes. The DDA Board may collect fees, rents, and charges for the use of any building or property under its control or any part thereof, or facility therein, and pledge the fees, rents, and charges for the payment of revenue bonds issued by the authority. (See: MCL 125.4207(l)(j).) The DDA Board may lease any building or property under its control, or any part of a building or property. (See: MCL 125.4207(l)(k).)

28. Does the DDA have the authority to finance its activities through donations, tax, borrowed money including the issuance of revenue bonds?

Yes. The DDA Act, at MCL 125.4211, states that DDA's activities can be financed through money borrowed pursuant to Section 213 and 213a of the DDA Act. Section 213 of the DDA Act states that an authority may borrow money and issue its negotiable revenue bonds under the revenue bond act, MCL 141.101 to 141.140. The DDA Act, at MCL 125.4213, further states that revenue bonds issued by the authority shall not "except as hereinafter provided" be deemed a debt of the municipality. MCL 125.4213a states that a pledge made by the authority shall be valid and binding from the time the pledge is made and that the money or property pledged by the authority shall immediately be subject to the lien of the pledge.

29. Does the DDA have the authority to add the costs of purchasing, acquiring, construction, improving, enlarging, extending or repairing property through funds from revenue bonds or notes?

Yes. The DDA Act, at MCL 125.4213a, states that the "costs" which may be financed by the issuance of the revenue bonds or notes may include the cost of purchasing, acquiring, constructing, improving, enlarging, extending, or repairing property in connection with the implementation of a development plan in the downtown district as well as any engineering, architectural, legal, accounting, or financial expenses.

30. What does the DDA have to put up to secure the bonds?

The DDA has pledged its TIF Revenue to pay for this debt. See DDA Regular Meeting Minutes October 11, 2022. In order for the Lake Orion DDA to borrow money and issue revenue bonds, the "local governing body" must approve. This is a mandatory standard. (see MCL 125.4213a)

31. Does the Village of Lake Orion have to vote on and approve the issuance of bonds?

Yes. We cannot do this project without their approval.

32. Is the Village liable for the bond debt?

For the past decade, it has been standard practice to use General obligation bonds, not DDA bonds. The lien will still be on the TIF revenue, but also the Village is pledging its full faith and credit.

33. What is the potential liability for the Village?

The potential liability for the Village is low because the TIF revenues have been pledged. Even if TIF funds go down, the funds would still go towards paying the bond debt. Other services could potentially be reduced, however this scenario is highly unlikely.

34. What can the DDA do with its portion of the TIF capture?

The budget will be amended to reflect the TIF capture, the bonded debt service will always be the priority.

35. Could taxpayers end up footing the bill?

To the extent that the taxpayers would need to pay an extra tax in order to pay for this, that is highly unlikely. Over the life of the DDA, it will collect, conservatively, over \$18M.

Facts regarding the Lake Orion DDA and the Lake Orion Lumberyard Project

Taxes do not go up for this project or any other project completed by the DDA.

Taxpayers are protected, DDA Law states that bond debt must be paid in full before a DDA can be dissolved. Also, this property is valuable and could be sold in the future to pay back the bonds.

TIF Revenue is more than double the estimated bond payment. As it stands today, our TIF Revenue is more than double the bond payment. And, we expect this revenue to go up over the next few years. (approx: 2023-24 TIF Rev \$903,000, est bond \$382,000, estimate as of Feb 13, 2023)

Public Interest is a priority for the DDA, what is the priority for a private developer?

The DDA works on behalf of the Businesses and Residents

- New Downtown streets, sidewalks, and parking spaces.
- Paint Creek trailhead
- Business incubator project (now Fork N Pint)
- Directional, monumental, and park signs
- Children's Park Playground equipment
- Covid-19 support for small businesses
- First responder boat dock
- Seasonal flowers and Holiday lights
- Social District (first in SE Michigan)
- Annual funding for Police, Public Works, and Administrative services

The Lake Orion Lumberyard Project will create a gateway space on the south end of the Downtown that:

- Honors the character of the community
- Preserves our community's heritage/history story
- Provides more parking for the downtown
- Is balanced by pedestrian and event-friendly amenities, and improves the safety and ease of accessibility (Entrances & Exits) to the corner of Atwater and M24

After purchase, the DDA will

- Address environmental issues present on the property
- Build a foundational infrastructure on the property upon which to build upon.
- Invest in a multi-phase plan which clearly identifies parameters for all amenities

The DDA will augment its funding for this project by seeking private and public partners who can help achieve the vision for the Lake Orion Lumberyard Project

**You are cordially invited to attend an Informational Meeting about the Lake Orion Lumberyard Project on March 7, 2023 at 6:30pm, Village Hall Council Chambers
21 E. Church St Lake Orion MI 48362**

You can email questions before this meeting to office@downtownlakeorion.org and we will answer them during the presentation.



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: November 13, 2023

TOPIC: Planning and Zoning Monthly Report - October 2023

BACKGROUND BRIEF: Attached is a copy of the McKenna Month Report for October 2023 for your review.

SUMMARY OF PREVIOUS COUNCIL ACTION:

FINANCIAL IMPACT:

RECOMMENDED MOTION: To receive and file McKenna's Planning and Zoning Report for October 2023.

ATTACHMENTS:

McKenna Monthly Report - October 2023



MCKENNA

Planning & Zoning Report

October 2023

McKenna provides day-to-day assistance to the Village, applicants, and public regarding zoning, planning, and economic development matters. This is McKenna's monthly report to the Village, covering Planning and Zoning activities and services.

Contact your McKenna Team via email:

- **Gage Belko**, Associate Planner (gbelko@mcka.com)
- **Laura Haw**, Senior Principal Planner (lhaw@mcka.com)
- **Ashley Amey**, Assistant Planner (aamey@mcka.com)
- **Vidya Krishnan**, Senior Principal Planner (ykrishnan@mcka.com)

Or visit us during on-site office hours, typically every **Tuesday** from **9:00am-4:00pm**.

TRAINING OPPORTUNITIES

Please contact the Village if you are interested in participating in any trainings that are listed on Oakland County's website: <https://www.oakgov.com/advantageoakland/planning/services/Pages/Planning-Events-Trainings.aspx>

UPCOMING INITIATIVES

Chromebooks for Boards and Commissions – The Village now has dedicated Chromebooks available for Commissioner use as we encourage a paperless (eco-friendly) and more efficient workplace.

Fee Schedule Revisions – to better serve the residents and businesses of Lake Orion, an up-to-date fee schedule is one way to ensure the appropriate time and support are provided to development projects.

Application Revisions: To include fee schedule, site plan checklist, and process timeline to be provided to Township to enhance process flow.

Township BS&A Review and Permitting Process: Coordinate with the Township Building Department to establish BS&A access and revised process flow.

Master Plan – Strategic Action Plan: Prepare a presentation for Council as to the merits of RRC certification; revise and resubmit a proposal to prepare Master Plan amendment to include a Strategic Action Plan (a.k.a. implementation matrix) for RRC compliance.

Short-Term Rental Ordinance – The Village Council is interested in exploring the provision of STRs downtown. More information regarding the public process for a study to help inform their decision to implement legislation will be provided at the next Planning Commission for your review and recommendation.

Board of Zoning Appeals Bylaws: Draft bylaws for Village Staff review – send to BZA for approval and publishing for RRC compliance. Coordinate with Village Attorney and Clerk regarding bylaws language; revise and schedule for future BZA meeting.

Park Island Rezoning: Several residents of Park Island are requesting the Planning Commission to initiate a rezoning of several parcels on their behalf.

HEADQUARTERS

235 East Main Street
Suite 105
Northville, Michigan 48167

O 248.596.0920
F 248.596.0930
MCKA.COM

Communities for real life.



PERMIT DETAILS

Permits are typically reviewed and issued either same-day or within 1-2 weeks, depending on complexity and available information. The following table provides detail on current-month issued permits:

PERMIT TYPE	ADDRESS / PROJECT	DESCRIPTION	SUBMITTED	APPROVED
ZONING				
Z-23-044	495 Glenn Ct	Re-shingle roof	10/2/2023	10/10/2023
Z-23-045	436 Atwater	Shed	10/3/2023	10/10/2023
Z-23-046	318 Bellevue	Patio repair/replace surface material	10/10/2023	10/10/2023
Z-23-047	55 W Elizabeth	Minor improvements to cell tower	7/21/2022	10/10/2023
Z-23-048	635 Central	Addition/renovation	10/3/2023	10/17/2023
Z-23-049	373 N North Shore	Spa installation	10/3/2023	10/17/2023
Z-23-050	51 S Broadway	Remove existing mansard roof, restore façade	10/17/231	10/17/2023
Z-23-051	445 N Channel	Accessory structure install: 10x16x10 shed	10/2/2023	10/17/2023
Z-23-052	553 Bagley	Accessory structure install: 8x20 container with overhang roof, total 560 sf	10/5/2023	10/17/2023
Z-23-053	54 W Elizabeth	New home	10/17/2023	10/24/2023
Z-23-054	367 Oak Lane	Demo home	10/31/2023	10/31/2023
Z-23-055	46 Heights	Demolition of all structures and appurtenances	10/26/2023	10/31/2023
R-O-W				
R-23-028	21 E. Church	Gas service replacement; directional bore required across Broadway ROW north of Church.	9/21/2023	10/2/2023
R-23-029	687 Central	Updating cathodic anti-corrosion equipment; directional bore required	10/5/2023	10/17/2023
R-23-030	450 N Shore	Install 22 lf in ROW of 5/8" plastic gas service to residence by directional bore. Lane closure likely.	10/23/2023	10/24/2023
R-23-031	176 W Flint	Replace gas line with 5/8" plastic gas service line.	10/10/2023	10/24/2023
R-23-032	409 E Flint	Replace metallic gas line with 5/8" plastic gas service line by directional bore. Lane closure possible.	10/10/2023	10/24/2023
SIGN				
-	-	-	-	-
FENCE				
F-23-005	40 N Washington	42" wood picket fence, painted white	10/24/2023	10/24/2023



CURRENT PROJECT DETAILS

Project reviews are more intensive processes, requiring weeks, months, or even years to finalize, depending on complexity, available information, phasing, or pauses in development. The following table provides detail on all active projects, including their most recent status:

REVIEW TYPE	ADDRESS / PROJECT	DESCRIPTION	STATUS
PC-23-003	Orion Villas 597 E. Flint	Multifamily residential site plan review for the construction of an 8-unit townhome development.	Received Planning Commission approval on June 5, 2023. Final plans are under review by Township and Village engineers. Upon administrative approval of these plans, the applicant will have one year to obtain building permits.
PUD-22-001	West Village former Ehman Center 55 W. Elizabeth	Site plan review (under a Planned Unit Development) for a mixed-use, residential development at the former Ehman Center property.	Received Planning Commission approval on September 5, 2023. Council review and approval of the PUD agreement required. Once PUD agreement is executed, the project will undergo concurrent Engineering and Building Dept. review. The site plan may require additional Planning Commission review as an amended PUD should the applicant lose a portion of land not currently under their control.
PC-23-001	Cloud Retail 494 S. Broadway	Commercial site plan review for the construction of a retail service building – marijuana provisioning center. Significant site improvements include enhanced architectural detail, landscaping, and site access.	The lot reconfiguration application was approved by the Village Council on March 13, 2023 and finalized by the County in May. The site plan for the project was approved by the Planning Commission on April 3, 2023. The Village is awaiting final site plan documents for engineering/building permit review.
PC-23-002	Constellation Bay	Application for the amended, mixed-use site plan for the construction of multifamily townhomes at Broadway and Atwater. The original site plan application was previously approved by the Planning Commission on October 3, 2022.	Modified site plan reviewed and approved by the Planning Commission on April 3, 2023. The project is nearing final Engineering approval. After which, plans will be sent to the Township for permitting.
PC-22-005	Mystic Cove	Site plan review for mixed-use multi-family building.	The Planning Commission approved the site plan on October 3, 2022. Subsequent parcel reconfigurations were approved by the Council in June 2023 and the project is nearing final



			engineering approval. Site demolition has largely concluded; however, no new construction has been permitted at this time.
PC-23-005	Starboard (former Orion Marina)	Multiple-family, mixed use residential site plan review for townhomes and dock improvements.	<p>Conceptual development meeting held on March 15, 2023 at the Village. Applicant submitted revised plans on October 3, 2023; meetings were held internally and with the applicant team.</p> <p>Pending Planning Commission review/approval with conditions based on the items described in the staff review letters.</p>
PC-23-006	146 S. Broadway	Commercial site plan review for “white box” tenant spaces, interior demolition, and extensive façade modifications.	The plans were approved by the Planning Commission on October 2, 2023. Applicant is working to address administrative changes.
PC-23-007	The Peninsula (Adjacent to Starboard Orion)	Site plan and condominium review for proposed single-family homes adjacent to the Starboard site.	The plans and condominium documents were received on August 29, 2023. Staff reviews were distributed to the applicant and revisions are required. The project will require Planning Commission review and approval of the site plan and County review of the proposed condominium documents.
PC-23-TBD	Jacobsen’s Flowers	Possible redevelopment into multiple-family, mixed use.	This site is primarily within Orion Township; discussion is ongoing as to the application of Ordinance standards, PUD eligibility, and an interlocal agreement facilitating development across Township/Village boundaries.



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: November 13, 2023

TOPIC: Parks & Recreation Advisory Committee Regular Meeting Minutes August 26, 2023

RECOMMENDED MOTION: To receive and file the minutes of the Parks & Recreation Advisory Committee regular meeting of August 26, 2023.

ATTACHMENTS:

August 22, 2023 P& Rec Mtg Minutes

**Village of Lake Orion Parks and Recreation Advisory Committee
Regular Meeting: Tuesday, August 22, 2023 6:30 p.m.**

1. Call To Order by the Chairperson

The Tuesday, Aug. 22, 2023 Regular Meeting of the Village of Lake Orion Parks and Recreation Advisory Committee was called to order at Village Hall by Rosemary Ford at 6:38pm.

2. Roll Call and Determination of Quorum

Present: Chairperson: Rosemary Ford
Vice Chairperson: Jody Hand
Secretary: Cristy Garbacik
Member: Erin Crane
Absent: Council Member: Teresa Rutt
Vacancies: None

Also in attendance: Historical Tour owner Riva Beatty

3. Approval of Minutes

Meeting Minutes – June 27, 2023

By Jody Hand,

RESOLVED: That the regular minutes of the June 27, 2023 meeting of the Parks & Recreation Advisory Committee be approved.

Seconded by Rosemary Ford and adopted: AYES: 4; NAYS: 0; ABSENT: 1.

4. Call to the Public

No public comment was received.

5. Approval of Agenda

By Jody Hand,

RESOLVED: To approve the Agenda of the Tuesday, Aug. 22, 2023 Parks and Recreation Advisory Committee with the addition of 8.E. signage, 8.F. finance, and 8.G. grants.

Seconded by Cristy Garbacik and adopted AYES: 4; NAYS: 0; ABSENT: 1.

6. Pending Business

A. Parks Maintenance.

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

Added:

-Children's Park – for landscape by red slide: removed artificial turf and added spirilla

Removed:

- Children's Park - arborvitae (south side) removal. Cracked step and pour concrete block at red slide.
- Green's Park – stump removal
- Unger Park – replace swing

B. Budget Review

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

7. New Business

A. Atwater Park Long Term Plan

Tabled until a meeting with a lighter agenda.

B. Green's Park signs, beach mat, and trees

Rosemary contacted the Daisy Project who offered a beach mat at Green's Park. She submitted our findings of an ADA Mobi Mat measurements and pictures. The paperwork has been submitted.

A motion was made to request council to approve the purchase of trees and bushes for the parks. Green's Park – One Sugar Maple tree (about \$500) to replace pine tree north of the U dock and closer to the water edge.

Children's Park – One River Birch tree (between \$250-625 depending on size) to replace the fallen tree on the north side of the Paint Creek by Cookies and Cream. One Sugar Maple tree (about \$500) to support bank stabilization on the south side of the Paint Creek by the gazebo. Three Spirella bushes (about \$50 each) to landscape next to the red slide to reduce erosion.

By Jodi Hand,

To request council to approve the purchase of trees and bushes for Green's and Children's parks.

Seconded by Cristy Garbacik and adopted AYES: 4; NAYS: 0; ABSENT: 1.

8. Reports

A. Master Plan Update

Darwin McClary completed and submitted our master plan to the State. We are waiting for an update.

B. Meek's & Children's Park Bridges

Meek's Park pedestrian bridge, on the east side of the Paint Creek, has been completed and is in use.

Children's Park bridge is under discussion.

C. Paint Creek Bank Stabilizing Options

Tabled for another meeting.

D. Vending Machines at Green's Park

Rosemary Ford contacted Dip and Dots for information on a vending machine at Green's Park. They suggested an indoor or covered area for their products.

Cristy Garbacik contacted Pepsi on June 26 and July 28. Both lengthy phone calls to headquarters stated a local representative would call back with further information regarding the vending machines at Green's park. A return call from Pepsi was never received.

The committee decided not to continue with the vending machine idea.

E. Signage

Erin Crane contacted the Klonke's with M&B Graphics to receive information on signs for the parks. She informed us of sign material and sizes. The committee suggested aluminum. Swiss Village 2x4, Unger 2x4, and Atwater 2x4. Erin will receive quotes.

F. Finances

An updated parks and recreation budget report was made available for July 2023. This update will allow us to move forward on discussed projects. Cristy Garbacik mentioned returning to the Atwater basketball court discussion.

G. Grants

Rosemary Ford attended the Four County Community Foundation with Kathy Dickens. She learned there are four things required for each grant; goal, objective, strategy, and timeline. There is also a foundation directory located at the Oxford Library. There are some grant options that don't require 50/50.

9. Items to Be Placed on Next Agenda

Pending Business

Parks Maintenance

Budget Review

New Business

Atwater Park Long Term Plan

Green's Park beach mat and trees

Reports

Master Plan Update

Paint Creek Bank Stabilization

Signage

Budget and 6 year plan

10. Date of Next Meeting

Tuesday, September 26, 2023 at the Lake Orion Village Hall.

11. Committee Member Comments

Cristy Garbacik asked for suggestions on where we could populate all of our park pictures. The suggestion of using Notes on our own personal phone and then share when needed was decided.

12. Adjournment

On a motion by Jodi Hand, seconded by Rosemary Ford, the Parks and Recreation Advisory Committee Meeting adjourned at 8:51pm.

Rosemary Ford, Chairperson

Cristy Garbacik, Recording Secretary

Date Approved: September 26, 2023, as presented

Village of Lake Orion Parks & Recreation Committee Budget
2022-2023 Possible Budget Items for Planning

	Budget Item	Priority Level	Cost Estimate	Cost Actual	Notes	Voted & Agreed
1	Atwater Park Basketball Court - 4"	High	\$6,000	One quote received, look into dpw cost		
2	Pavillion at Green's Park SW of basketball court	High				
3	Green's Park Playground Borders	High				
4	Basketball pole & hoop for Atwater	Medium	\$800		Not until court is redone	
5	Additional Swings at Atwater	Medium	1200-1500			
6	Additional Shade Sail(s) at Children's (1-3)	Medium	1200 each			

Lake Orion Village Parks Maintenance Items

Updated Per August 22, 2023 Meeting

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

Children's Park

- 1 – Handrail on south side of park – Jose / DDA
- 1 – Relandscape next to the red slide with spirella – Jody quotes at Sherwood
- 1 – Shorten pole with rules sign by parking lot
- 1 – Replacement 2 trees for Children's Park – Jody contact Sherwood
- 1 – Remove stump
- 2 - Stones that create the walls are disintegrating
- 3 – north hill lack of grass (caused by bikes, etc.) and eroding – mulch and landscaping (bushes)

Meek's Park

- 1 – Bank stabilization needed – eroding very close to sidewalk in one part
- 2 - Weed garden and sign update (granite block)

Green's Park

- 1 - (5/26/15) East-West seawall repair is failing.
- 1 – Explore goose poop prevention methods – Cristy to look into windchimes
- 1 – Volleyball court and end of large slide needs sand
- 1 – Southeast corner of park full of invasive trees – being treated currently
- 1 – Cleats need to be installed for new docks – ordered 4/23 (possible large plastic cleats would work)
- 1 – Repair sprinklers to water lawn – Jose to check with Wes
- 1 – Verify locks for bathrooms – Teresa to check with Darwin
- 1 – Border around playground – Teresa to send to Wes
- 1 – Plant New Tree that won't kill grass - Jody quotes at Sherwood
- 2 – Sign for dock with park rules, passes required & “for park users only” – request time limit on the dock?
- 2 – Directional map at park entrance – Riva to create and share
- 3 – Electricity at boat dock

Swiss Village Park

- 1 – Needs a new sign (like Atwater just smaller) Erin to look into design
- 3 - (11/22/11) Parking lot at bottom of hill degrading.
- 3 - (5/22/12) Investigate grading or other solution to problem of rain runoff eroding west hill.
- 3 – Border around playground

Unger's Park

- 1 – Japanese Knotweed needs removed
- 1 – Needs a new sign (like Atwater just smaller) Erin to look into sign

Atwater Park

- 1 – Basketball court needs to be replaced

Attachment: August 22, 2023 P& Rec Mtg Minutes (6377 : 2023-08-26 Parks & Rec Reg Mtg Minutes - Final)



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: November 13, 2023

TOPIC: Parks & Recreation Advisory Committee Regular Meeting Minutes - September 25, 2023

RECOMMENDED: To receive and file the minutes of the Parks & Recreation Advisory Committee regular meeting of September 25, 2023.

ATTACHMENTS:

Sept 26 2023 P R Minutes - Final

**Village of Lake Orion Parks and Recreation Advisory Committee
Regular Meeting: Tuesday, September 26, 2023 6:30 p.m.
Lake Orion Village Hall Council Conference Room
21 E. Church Street, Lake Orion, MI 48362**

1. Call to Order by the Chairperson

The Tuesday, Sept. 26, 2023 Regular Meeting of the Village of Lake Orion Parks and Recreation Advisory Committee was called to order at Village Hall by Rosemary Ford at 6:35pm.

2. Roll Call and Determination of Quorum

Present: Chairperson: Rosemary Ford
Vice Chairperson: Jody Hand
Secretary: Cristy Garbacik
Council Member: Teresa Rutt
Member: Erin Crane
Absent: Vice Chairperson: Jody Hand
Vacancies: None

Also in attendance: DPW employee Jose

3. Approval of Minutes

Meeting Minutes – Aug. 22, 2023

By Erin Crane,

RESOLVED: That the regular minutes of the August 22, 2023 meeting of the Parks & Recreation Advisory Committee be approved.

Seconded by Rosemary Ford and adopted: AYES: 4; NAYS: 0; ABSENT: 1.

4. Call to the Public

No public comment was received.

5. Approval of Agenda

By Cristy Garbacik,

RESOLVED: To approve the Agenda of the Tuesday, Sept. 26, 2023 Parks and Recreation Advisory Committee.

Seconded by Teresa Rutt and adopted AYES: 4; NAYS: 0; ABSENT: 1.

6. Pending Business

A. Parks Maintenance.

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

Added:

-Swiss Village Park – rubber mulch per residence request

Attachment: Sept 26 2023 P R Minutes - Final (6378 : 2023-09-25 Parks & Rec Reg Mtg Minutes - Draft)

-Atwater Park – Son's of the American Legion are donating \$400 for a basketball pole & net

Removed:

-Children's Park - stump removal due to erosion concerns

-Green's Park – Electricity at boat dock due to tax dollars/profit of a contracted company

B. Budget Review

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

7. New Business

A. Green's Park beach mat and trees

Rosemary contacted the Daisy Project who offered a beach mat at Green's Park. The ADA Mobi Mat only comes on a straight cut, so the diagonal measurement needed to be reevaluated before paperwork could be submitted.

The previous motion from August, requesting council to approve the purchase of trees and bushes for the parks, came back with Darwin McClary requesting we work with DPW to prepare a schematic of the proposed planting and cost estimate report. This would be required before the consideration of the motion be approved. The previous motion recommended...

Green's Park – One Sugar Maple tree (about \$500) to replace pine tree north of the U dock and closer to the water edge.

Children's Park – One River Birch tree (between \$250-625 depending on size) to replace the fallen tree on the north side of the Paint Creek by Cookies and Cream. One Sugar Maple tree (about \$500) to support bank stabilization on the south side of the Paint Creek by the gazebo. Three Spirella bushes (about \$50 each) to landscape next to the red slide to reduce erosion.

B. Atwater Park Long Term Plan

Removed from agenda at this while current projects are completed.

8. Reports

A. Master Plan Update

Darwin McClary completed and submitted our master plan to the State. We are waiting for an update.

B. Paint Creek Bank Stabilizing Options

Teresa will discuss with Darwin our application with the Community Development Block Grant (CDBG). Additionally, we would like DPW to consider submitting an EGLE permit

to allow us to place Coir logs along the Paint Creek. Especially in Children's Park close to the gazebo and in Meek's Park where the erosion is close to the sidewalk.

C. Signage

Erin Crane contacted the Klonke's with M&B Graphics to receive information on signs for the parks. She received a quote of 4 (2x4) aluminum signs for \$700. Swiss Village 2x4, Unger 2x4, Meek's 2x4, and Atwater 2x4. With DPW, we discussed the placement of the signs and the option of wooded frames being built. These signs would replace the current broken or worn signs. Additionally, a sign would be placed at the new pedestrian bridge at Meek's park.

A motion was made to request council to approve the purchase of four signs for the parks. Each sign would include the park's name and a picture of a dragon. These will be similar to the newer sign currently located at Atwater Park. Four (2x4) aluminum signs for \$700 to be placed at Swiss Village Park, Unger Park, Meek's Park, and Atwater Park.

By Teresa Rutt,

To request council to approve the purchase of four 2x4 signs for Swiss Village Park, Unger Park, Meek's Park, and Atwater Park for \$700.

Seconded by Rosemary Ford and adopted AYES: 4; NAYS: 0; ABSENT: 1.

D. Budget

A six-year plan was discussed. In no particular order, the committee discussed the projects we would like to have completed over the next six years.

1. DPW – assigned for park maintenance
2. Atwater Park – Basketball court
3. Children's and Meek's Park – Bank Stabilization
4. Green's Park – Retaining Wall
5. Children's Park - Bridge
6. Green's Park - Pavilion

9. Items to Be Placed on Next Agenda

Pending Business

Parks Maintenance

Budget Review

New Business

Green's Park beach mat and trees

Reports

Master Plan Update

Paint Creek Bank Stabilization

Signage

Budget and 6 year plan

10. Date of Next Meeting

Tuesday, October 24, 2023 at the Lake Orion Village Hall.

11. Committee Member Comments

12. Adjournment

On a motion by Teresa Rutt, seconded by Erin Crane, the Parks and Recreation Advisory Committee Meeting adjourned at 8:56pm.

Rosemary Ford, Chairperson

Cristy Garbacik, Recording Secretary

Date Approved: October 24, 2023, as presented

Lake Orion Village Parks Maintenance Items

Updated Per September 26, 2023 Meeting

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

Children's Park

- 1 – Handrail on south side of park – Jose / DDA / Cristy
- 1 – Relandscape next to the red slide with spirella – Jody quotes at Sherwood
- 1 – Shorten pole with rules sign by parking lot
- 1 – Replacement 2 trees for Children's Park – Jody contact Sherwood
- 2 - Stones that create the walls are disintegrating
- 3 – north hill lack of grass (caused by bikes, etc.) and eroding – mulch and landscaping (bushes)

Meek's Park

- 1 – Bank stabilization needed – eroding very close to sidewalk – Teresa/Darwin/grant – DPW/permit
- 2 - Weed garden and sign update (granite block) – Rosemary (Motor City Granite)

Green's Park

- 1 - (5/26/15) East-West seawall repair is failing.
- 1 – Explore goose poop prevention methods
- 1 – Volleyball court and end of large slide needs sand
- 1 – Southeast corner of park full of invasive trees – being treated currently
- 1 – Cleats need to be installed for new docks – ordered 4/23 (possible large plastic cleats would work)
- 1 – Repair sprinklers to water lawn – Jose to check with Wes
- 1 – Verify locks for bathrooms – Teresa to check with Darwin
- 1 – Border around playground – Teresa to send to Wes
- 1 – Plant New Tree that won't kill grass - Jody quotes at Sherwood
- 2 – Sign for dock with park rules, passes required, & “for park users only” – request time limit on the dock
- 2 – Directional map at park entrance – Riva to create and share

Swiss Village Park

- 1 – Needs a new sign (like Atwater just smaller) Erin to look into quote / DTE build frame
- 3 – Border around playground
- 3 – Rubber mulch – requested by resident

Unger's Park

- 1 – Japanese Knotweed needs removed
- 1 – Needs a new sign (like Atwater just smaller) Erin to look into quote / DTE build frame

Atwater Park

- 1 – Basketball court needs to be replaced – donation

Attachment: Sept 26 2023 P R Minutes - Final (6378 : 2023-09-25 Parks & Rec Reg Mtg Minutes - Draft)

Village of Lake Orion Parks & Recreation Committee Budget
2022-2023 Possible Budget Items for Planning

	Budget Item	Priority Level	Cost Estimate	Cost Actual	Notes	Voted & Agreed
1	Atwater Park Basketball Court - 4"	High	\$6,000	One quote received, look into dpw cost		
2	Pavillion at Green's Park SW of basketball court	High				
3	Green's Park Playground Borders	High				
4	Basketball pole & hoop for Atwater	Medium	\$800		Not until court is redone	
5	Additional Swings at Atwater	Medium	1200-1500			
6	Additional Shade Sail(s) at Children's (1-3)	Medium	1200 each			



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: November 13, 2023

TOPIC: DDA Board Regular Meeting Minutes -September 19, 2023

RECOMMENDED MOTION: To receive and file the Downtown Development Authority Regular meeting minutes of September 19, 2023.

ATTACHMENTS:

2023-09-19 DDA Reg Mtg Minutes - Final



VILLAGE OF LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY
21 East Church Street, Lake Orion, MI 48362

*The mission of the Lake Orion DDA is to enhance the economic potential and preserve the historical character of the Lake Orion DDA District, **the heart and hub of the Orion Community**, through promotional activities and an organizational structure that focuses on community involvement with local businesses, residents, and other stakeholders.*

MINUTES

REGULAR MEETING OF THE LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF DIRECTORS

Tuesday, September 19, 2023

6:30 PM

Lake Orion Village Hall Council Chambers

21 East Church Street

LAKE ORION, MI 48362

(248) 693-8391 ext. 102

I. Call to Order

The Tuesday, September 19, 2023 Regular 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 Chairperson Debbie Burgess at 6:30 PM.

II. Roll Call and Determination of Quorum

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	
Henry Lorant	Village of Lake Orion	Secretary	Present	
Chris Barnett	Village of Lake Orion	Board Member	Late	7:00 PM
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	Present	
Jerry Narsh	Village of Lake Orion	President	Present	

STAFF PRESENT

- Molly LaLone, DDA Executive Director
- Susan Galeczka, Village Clerk
- Sonja Stout, Village Finance Director/Treasurer
- Robert Davis, DDA Attorney

III. Approval of Minutes

1. DDA Board Regular Meeting Minutes - August 15, 2023

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Matt Shell, Treasurer
SECONDER:	Henry Lorant, Secretary
AYES:	Burgess, Caruso, Shell, Lorant, Campbell, Coe, Medina, Narsh
ABSENT:	Chris Barnett

RESOLVED: To approve the Downtown Development Authority Board Regular meeting minutes of Tuesday, August 15, 2023 as presented.

IV. Call to the Public

Let the record show no public comments were received.

V. Consent Agenda

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

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jerry Narsh, President
SECONDER:	Henry Lorant, Secretary
AYES:	Burgess, Caruso, Shell, Lorant, Campbell, Coe, Medina, Narsh
ABSENT:	Chris Barnett

1. Director's Report

RESOLVED: To receive and file the DDA Executive Director's Report for September 2023.

2. DDA Roster

RESOLVED: To receive and file the 2023 DDA Roster.

3. Financial Reports

RESOLVED: To receive and file the financial reports for August 2023.

VI. Approval of Agenda

Motion to: approve the Tuesday, September 15, 2023 regular meeting agenda for the Lake Orion Downtown Development Authority.

RESULT:	APPROVED AS PRESENTED [UNANIMOUS]
MOVER:	Matt Shell, Treasurer
SECONDER:	Henry Lorant, Secretary
AYES:	Burgess, Caruso, Shell, Lorant, Campbell, Coe, Medina, Narsh
ABSENT:	Chris Barnett

1. Legal Opinion

Adjourn to Closed Session

Motion to: To adjourn into closed session in accordance with Section 8(1)(h) of the Michigan Open Meetings Act, Public Act 267 of 1976, as amended, for the purpose of considering an attorney-client privileged communication.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Debbie Burgess, Chairperson
SECONDER:	Henry Lorant, Secretary
AYES:	Burgess, Caruso, Shell, Lorant, Campbell, Coe, Medina, Narsh
ABSENT:	Chris Barnett

The DDA adjourned to Closed Session at 6:35 PM.

Board Member Barnett entered the Closed Session at 7:00 PM.

Reconvene to Open Session

Motion to: reconvene to open session.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Matt Shell, Treasurer
SECONDER:	Henry Lorant, Secretary
AYES:	Burgess, Caruso, Shell, Lorant, Barnett, Campbell, Coe, Medina, Narsh

2. The DDA Board reconvened to Open Session at 7:20 PM.

VII. Financial Matters

Village of Lake Orion Downtown Development Authority Board of Directors Minutes

Regular Meeting, Tuesday, September 19, 2023

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1. Bill Approval

RESULT: ADOPTED [UNANIMOUS]
MOVER: Matt Shell, Treasurer
SECONDER: Henry Lorant, Secretary
AYES: Burgess, Caruso, Shell, Lorant, Barnett, Campbell, Coe, Medina, Narsh

RESOLVED: To approve disbursements in the amount \$42,275.66 for August 2023.

2. DDA 2023-2024 Budget Amendment - Legal Services

RESULT: ADOPTED [UNANIMOUS]
MOVER: Chris Barnett, Board Member
SECONDER: Matt Shell, Treasurer
AYES: Burgess, Caruso, Shell, Lorant, Barnett, Campbell, Coe, Medina, Narsh

RESOLVED: To approve the following budget amendment request for 248 DDA Fund Department 260 - General Activities:

To approve the following budget amendment request for 248 DDA Fund Department 260 - General Activities:

Fiscal Year	GL #	Description	Budget	Available Balance	Action Item Cost	Remaining Balance
	248-260810-000	Legal Services	5,340	2,346		
		Declaratory Action - August 2023			5,893	-3,547
		Declaratory Action - September Estimate			5,000	-8,547

VIII. New and Old Business

1. RFP Approval - Demolition

RESULT: ADOPTED [UNANIMOUS]
MOVER: Chris Barnett, Board Member
SECONDER: Lloyd Coe, Board Member
AYES: Burgess, Caruso, Shell, Lorant, Barnett, Campbell, Coe, Medina, Narsh

RESOLVED: To approve publication of the Demolition RFQ for 215 N. Broadway, and to appoint Treasurer Shell, Secretary Lorant and Board Member Campbell to review and evaluate the proposals.

Attachment: 2023-09-19 DDA Reg Mtg Minutes - Final (6382 : 2023 09-19 DDA Board Reg Mtg Minutes - Final)

Village of Lake Orion Downtown Development Authority Board of Directors Minutes

Regular Meeting, Tuesday, September 19, 2023

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2. Staffing Approval - Event Coordinator

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Matt Shell, Treasurer
SECONDER:	Henry Lorant, Secretary
AYES:	Burgess, Caruso, Shell, Lorant, Barnett, Campbell, Coe, Medina, Narsh

RESOLVED: To hire Arizona Goulet as Permanent part time events coordinator for up to 32 hours weekly (based upon quarterly average) at \$22/hour from 248-260-706-000 Wages - Event Coordinator.

3. 2024 MSOC Technical Support/Tech Visit Request

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Matt Shell, Treasurer
SECONDER:	Sam Caruso, Vice Chairperson
AYES:	Burgess, Caruso, Shell, Lorant, Barnett, Campbell, Coe, Medina, Narsh

RESOLVED: To apply for a Main Street Oakland County Technical Support/Tech Visit to pay for a consultant to customize a capital fundraising workplan and to approve the creation of a special event parking plan or the creation of a downtown ambassador workplan as an alternate.

4. RFP Approval - Pre-Demolition Hazardous Materials and Asbestos Survey

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Chris Barnett, Board Member
SECONDER:	Matt Shell, Treasurer
AYES:	Burgess, Caruso, Shell, Lorant, Barnett, Campbell, Coe, Medina, Narsh

RESOLVED: To approve publication of the Asbestos Survey RFP; and to appoint the following three board members to review and evaluate the proposals: Secretary Lorant, Treasurer Shell and Board Member Campbell to review and evaluate the proposals:

IX. Reports, Resolutions and Recommendations*A. Executive Director*

1. Training Opportunities

DDA Executive Director LaLone provided an update on the following training opportunities:

- Lake Orion Training Strategy Calendar
- Shop OC Main Street Opening Ceremony September 23 (Downtown Day)

Village of Lake Orion Downtown Development Authority Board of Directors Minutes

Regular Meeting, Tuesday, September 19, 2023

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- Digital Market Workshop, September 26, 11:30 AM at Waterford Oaks Activity Center
- MDA Annual Conference - November 2, Birmingham MI

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Chris Barnett, Board Member
SECONDER:	Henry Lorant, Secretary
AYES:	Burgess, Caruso, Shell, Lorant, Barnett, Campbell, Coe, Medina, Narsh

RESOLVED: To receive and file the Training Opportunities Report.

2. Verbal Director Report

DDA Executive Director LaLone reported on the following:

- Salvage of items from the deconstruction of the Lumberyard property is cost prohibited.
- Creation of an Idea Bank
- Major DDA Milestones
- Economic Redevelopment Committee's public survey, which is required for Main Street Accreditation
- Need to do new priority list
- Update on dumpster enclosure and 120 S. Broadway dumpster
- Thanked Renee Samit for taking care of the planting on the four corners downtown
- The many events going on in October
- Hear Lies Lake Orion Cemetery Tour hosted by John Bry

B. Village Manager

X. Call to the Public

Let the record show no public comments were received.

XI. Board Comments and Training Feedback

Board Member Barnett stated that the DDA follows the statutes closely and does things right. He further provided an update on Orion Township's purchase of the Great Lakes Athletic Center, noting the purchase will be made without creating a SAD or an increase in tax dollars.

Board Member Medina thanked DDA Director LaLone for all the behind the scenes work she has done for the downtown and welcomed Arizona to the DDA staff.

Secretary Lorant stated that he is excited to see thing happening, noting the DDA has a good Board and a good vision for the community.

Treasurer Shell thanked DDA Director LaLone for all her hard work during these difficult times and thanked the Board for their time.

Vice Chairperson Caruso welcomed Arizona to the DDA staff. He noted that at the conference in Boston Lake Orion was mentioned, noting the downtown is doing well and people are coming from all over to the downtown. He stated this is not only good for the businesses but good for all the people in the Village.

Board Member Campbell stated that people are coming from all over to visit our downtown. She also noted that she will be part of a panel and the Michigan Downtown Association Conference is excited to share the perspective of a small business owner.

Board Member Narsh commented on the following:

- Welcomed Arizona to the DDA Staff
- Thanked DDA Executive Director LaLone and the amazing DDA Board for all their hard work.
- Noted that the GMC Car Show will be held on October 1st with the proceeds going to the Cops and Kids Program.
- Announced that he is working with ONTV to do a DDA Promo show which brings the businesses out to talk about the businesses and how the DDA is intertwined with their success
- Announced that on October 5, at Paint Creek Country Club will be a State of the Township and Village and he and Township Supervisor Barnett will be speaking on their respective communities. Oakland County Burchard will also be present.

Board Member Coe thanked all those who participated in the Zombie Walk, noting it was very successful.

Chairperson Burgess thanked DDA Director LaLone for her hard work, welcomed Arizona to the DDA team, thanked the Village Clerk for her continued assistance and thanked the Village Council for their support.

XII. Next Regular Meeting - October 17, 2023

Chairperson Burgess stated the next DDA Regular meeting will be on October 17th @ 6:30 PM.

XIII. Adjournment

Village of Lake Orion Downtown Development Authority Board of Directors Minutes

Regular Meeting, Tuesday, September 19, 2023

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1. **Motion to:** adjourn the Tuesday, September 19, 2023 regular meeting of the Downtown Development Authority Board regular meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Henry Lorant, Secretary
SECONDER:	Chris Barnett, Board Member
AYES:	Burgess, Caruso, Shell, Lorant, Barnett, Campbell, Coe, Medina, Narsh

The Tuesday, September 19, 2023 regular meeting of the Downtown Lake Orion Development Board adjourned at 8:03 PM.

Debbie Burgess
Chairperson

Susan C. Galeczka, CMC CMMC
Village Clerk

Date Approved: October 17, 2023, as presented.

Attachment: 2023-09-19 DDA Reg Mtg Minutes - Final (6382 : 2023 09-19 DDA Board Reg Mtg Minutes - Final)



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: November 13, 2023

TOPIC: DDA Board Special Meeting Minutes -September 29, 2023

RECOMMENDED MOTION: To receive and file the Downtown Development Authority Special meeting minutes of September 29, 2023.

ATTACHMENTS:

2023-09-29 DDA Spec Mtg Minutes - Final



VILLAGE OF LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY
21 East Church Street, Lake Orion, MI 48362

*The mission of the Lake Orion DDA is to enhance the economic potential and preserve the historical character of the Lake Orion DDA District, **the heart and hub of the Orion Community**, through promotional activities and an organizational structure that focuses on community involvement with local businesses, residents, and other stakeholders.*

MINUTES

SPECIAL MEETING OF THE LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF DIRECTORS

Friday, September 29, 2023

8:45 AM

Lake Orion Village Hall Council Chambers

21 East Church Street

LAKE ORION, MI 48362

(248) 693-8391 ext. 102

I. Call to Order

The Friday, September 29, 2023 Special 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 Chairperson Debbie Burgess at 8:45 AM.

II. Roll Call and Determination of Quorum

Attendee Name	Organization	Title	Status	Arrived	Departed
Debbie Burgess	Village of Lake Orion	Chairperson	Present		
Sam Caruso	Village of Lake Orion	Vice Chairperson	Present		9:14 AM
Matt Shell	Village of Lake Orion	Treasurer	Absent		
Henry Lorant	Village of Lake Orion	Secretary	Absent	9:12 AM	
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	Absent		
Sally Medina	Village of Lake Orion	Board Member	Present		
Jerry Narsh	Village of Lake Orion	President	Present		

STAFF PRESENT:

- Molly LaLone, DDA Executive Director
- Robert Davis, DDA Attorney

III. Statement by Chairperson or Vice-Chairperson Purpose of Meeting

Chairperson Burgess stated that the purpose of the meeting is to discuss the fiscal year 2023-2024 budget, to discuss a legal opinion from the DDA Attorney, and to make decisions regarding DDA business.

IV. Public Comment

Let the record show no public comments were received.

Secretary Lorant entered at 9: 12 AM

V. Items for Consideration

1. Bill Approval - Direct Mail Educational Campaign

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Alaina Campbell, Board Member
SECONDER:	Sam Caruso, Vice Chairperson
AYES:	Burgess, Caruso, Lorant, Campbell, Medina, Narsh
ABSENT:	Matt Shell, Chris Barnett, Lloyd Coe

RESOLVED: To approve payment of contract to Idea 39 for a direct mail campaign not to exceed \$1,700 from 248-728-888-000 Brand Marketing.

2. Legal Opinion

Attorney Davis provided an update regarding the injunction for quick action regarding the Petitions filed.

- The injunction for quick action failed; the case remains before the Court.
- Appointed and elected officials may not take an official position by post, written means or verbal means.
- Family members can be part of the committee; just not board members
- If the ballot passes, the Village of Lake Orion does not pass the ordinance because it is against State Law and the Village Charter.
- The case remains open before the court and it will go back to the judge for further review. The judge assigned to the case remains assigned.

Discussion commenced regarding the dissolution of the Village.

Village of Lake Orion Downtown Development Authority Board of Directors Minutes

Special Meeting, Friday, September 29, 2023

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RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Henry Lorant, Secretary
SECONDER:	Alaina Campbell, Board Member
AYES:	Burgess, Caruso, Lorant, Campbell, Medina, Narsh
ABSENT:	Matt Shell, Chris Barnett, Lloyd Coe

RESOLVED: To Receive and file the Attorney's Legal Option.

Vice Chairperson Caruso exited at 9:14 AM.

VI. Adjournment

Motion to: adjourn the Friday, September 29, 2023 special meeting of the Lake Orion Downtown Authority Board.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Henry Lorant, Secretary
SECONDER:	Jerry Narsh, President
AYES:	Burgess, Lorant, Campbell, Medina, Narsh
ABSENT:	Sam Caruso, Matt Shell, Chris Barnett, Lloyd Coe

The September 29, 2023 special meeting of the Lake Orion Downtown Development Authority adjourned at: 9:52 AM.

Debbie Burgess
Chairperson

Susan C. Galeczka, CMC CMMC
Village Clerk

Date Approved: October 17, 2023, as presented.



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: November 13, 2023

TOPIC: Planning Commission Regular Meeting Minutes -October 2, 2023

RECOMMENDED MOTION: To receive and file Planning Commission regular meeting minutes of Monday, October 2, 2023.

ATTACHMENTS:

2023-10-02 PC Reg Mtg Minutes - Final



MINUTES

REGULAR MEETING OF THE LAKE ORION PLANNING COMMISSION

Monday, October 2, 2023

7:30 PM

Lake Orion Village Hall Council Chambers

21 East Church Street

LAKE ORION, MI 48362

(248) 693-8391 ext. 102

1. Call to Order

The Monday, October 2, 2023 Regular Meeting of the Lake Orion Planning Commission was called to order in the Lake Orion Village Hall Council Chambers located in Village Hall at 2.1 East Church Street, Lake Orion, MI 48362 by Vice Chairperson George Dandalides at 7:30 PM followed by the Pledge of Allegiance.

2. Pledge of Allegiance

3. Roll Call and Determination of Quorum

Attendee Name	Organization	Title	Status	Arrived
James E Zsenyuk	Village of Lake Orion	Chairperson	Excused	
George Dandalides	Village of Lake Orion	Vice Chairperson	Present	
Henry Lorant	Village of Lake Orion	Secretary	Present	
Larry Dunn	Village of Lake Orion	Commissioner	Present	
Michael Lamb	Village of Lake Orion	Village Council Representative	Present	
Darwin McClary	Village of Lake Orion	Administrative Official	Present	
Jerry Narsh	Village of Lake Orion	Council President	Present	
Edward Sabol	Village of Lake Orion	Commissioner	Excused	
Nick (Stephen) Smith	Village of Lake Orion	Commissioner	Present	

STAFF PRESENT:

- Susan C. Galeczka, Village Clerk
- Sonja Stout, Village Finance Director/Treasurer
- Gage Belko, McKenna, Village Planner

4. Approval of Agenda

- A. **Motion to** approve the Monday, October 2, 2023 regular meeting agenda with the following amendments. add Agenda Item 7.C - McKenna Planning and Zoning Report and renumber the remainder of the agenda, respectively.

RESULT:	APPROVED AS AMENDED [UNANIMOUS]
MOVER:	Nick (Stephen) Smith, Commissioner
SECONDER:	Henry Lorant, Secretary
AYES:	Dandalides, Lorant, Dunn, Lamb, McClary, Narsh, Smith
EXCUSED:	James E Zsenyuk, Edward Sabol

5. Approval of Minutes

- A. Planning Commission Regular Meeting Minutes - September 5, 2023

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Nick (Stephen) Smith, Commissioner
SECONDER:	Henry Lorant, Secretary
AYES:	Dandalides, Lorant, Dunn, Lamb, McClary, Narsh, Smith
EXCUSED:	James E Zsenyuk, Edward Sabol

RESOLVED: To approve the Planning Commission regular meeting minutes of Tuesday, September 5, 2023, as presented.

6. Public Comments on Non-Agenda Items Only

Matt Phillips, 96 Park Island Drive, requested the Planning Commission and/or the Village change the zoning from multi-family to single family on Park Island Drive from M-24 to the bridge. He stated he did not know the procedures to pursue this request but would like the Village to move forward, noting that every single family on that street wants the zoning to go back to single family residential. Mr. Phillips submitted a petition signed by 52 residents of Park Island Drive, expressing their support to immediately rezone the section of Park Island Drive from the bridge to M24 from Multiple Family Residential to Single Family Residential.

7. Old Business

- A. 146 S. Broadway – Exterior Modifications, Site Plan Review #

Jeff Klatt, Krueger Cloud Architects, 2120 East 11 Mile Rd., and Amandas, Representative for JS Capital Group, 155 Romeo Road, Rochester, Michigan, were present and answered questions from the Planning Commissioners regarding the development at 146 S. Broadway. Mr. Klatt provided a brief overview of the project noting that were seeking approval for a minor façade renovation to the existing building. Noting the building is at the entryway of the downtown, he stated they would like to modernize it and improve the look. He reviewed all views of the building and the materials which will be used, and

noted the following:

- The existing footprint will remain the same
- Only altering the structure of the building, and they are not altering the site
- They will restrict the parking area, and they are not looking to add any additional parking spaces
- They are not altering the entry point to the property.

Mr. Klatt responded to the Planners comments as follows:

- The photometric study has been provided and meets all of the ordinance requirements related to the lighting levels.
- They will include planters as shown in the rendering, and they will add some greenery.
- Masonry wall - north boundary of the property: They do not want to do the wall because they are a nuisance and damaged all the time by cars or snowplows. There are existing walls and an established landscaped area will be installed to help shield the parking.
- Trash Enclosure: The enclosure belongs to their neighbors and is on the neighbor's property. They cannot alter their trash enclosure. They will not need a dumpster based on the amount of trash the business will generate.
- Loading Zone: Parking is tight now, and they do not believe there is a good indication of where those parking spaces and zones can be. They will identify those; however, those are not compliant per the ordinance. Most deliveries will be made before or after business hours and by small delivery trucks.
- Landscape crew will clean up the sight, noting their sites are always meticulously maintained.

Motion was made by Commissioner Smith, seconded by Commissioner Lorient, Regarding PC-03-006, the request for Site Plan Approval for 146 S. Broadway, Exterior Modification, the Planning Commission recommends approval subject to changes and conditions discussed at the October 2, 2023 regular Planning Commission meeting including screening, parking, parking lot striping, dumpster enclosure, and items listed in the engineers' letter dated September 7, 2023 to be reviewed and approved by the Administration.

Motion to amend the Motion on the floor:

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Nick (Stephen) Smith, Commissioner
SECONDER:	Darwin D. P. McClary, Commissioner/Administrative Official
AYES:	Dandalides, Lorant, Dunn, Lamb, McClary, Narsh, Smith
EXCUSED:	James E Zsenyuk, Edward Sabol

RESOLVED: To amend the motion on the floor regarding PC-23-006, 146 S. Broadway Site Plan Review to include the conditions as listed in the Planners Review Letter No. 1 dated September 19, 2023, which is incorporated and attached as part of these minutes.

Motion on the floor:

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael Lamb, Village Council Representative
SECONDER:	Henry Lorant, Secretary
AYES:	Dandalides, Lorant, Dunn, Lamb, McClary, Narsh, Smith
EXCUSED:	James E Zsenyuk, Edward Sabol

RESOLVED: Regarding PC-03-006, the request for Site Plan Approval for 146 S. Broadway, Exterior Modifications, the Planning Commission recommends approval subject to changes and conditions discussed at the October 5, 2023 regular Planning Commission meeting including screening, parking, parking lot striping, dumpster enclosure, and items listed in the Nowak and Fraus, Village engineers letter dated September 7, 2023 and the McKenna, Village Planner's letter dated September 19, 2023, which are both attached and incorporated as part of these minutes, with final review and approval to be made by the Administration.

B. Starboard Orion – Multifamily Housing, Site Plan Review #1

Dominic Mocer, Mocer Company, stated they submitted revised plans, noting they wanted to be on the agenda because they feel it is important to consider Section 7.4 Mixed Use text amendment - 15 units an acre. He stated they were approved for 15 units per acre on their previous two submittals noting the precedent had been set and they would like the 15 units per acres still remain for this development.

Dominic Tringali, Mocer Company, provided an overview of the project noting the original objective was to have commercial on M4 and a buffer between the lake. The site has the old boat house, is very small and unusual, and a unique piece of property which is difficult to buffer. Therefore, they chose to do two residential buildings. They intend to keep the boat house and develop it in the future.

Mr. Tringali reviewed the following:

- Using renderings, provided overview of the site plan.
- Reviewed history of the boat house (beach house), noting the renovation of the boat house will be in the future.
- Reviewed number of boat slips
 - Mystic Cove - 48
 - Constellation Bay - 52
 - Starburst - 23
 - 115 residents and 97 boat slips equating to 17 boat slips short. The additional boat slips will be rented by the residents of the development and not the public.
- Three houses will be constructed on Flint Street which will be sold.
- Reviewed density calculations which include the bottom land, noting that ordinance allows the use of bottom land in the calculation of density if it states the bottom land in the plat.

Discussion commenced on whether the ordinance allows for only residential in the Mixed Use district without commercial on the first floor. Mr. Tringali stated that they do not feel mixed use would work for them and they propose the development be similar to what was approved for their other two developments. He noted that they propose what the community expressed they wanted, including reducing the number of units and eliminating the commercial uses.

Commissioner Lamb made the motion, to move this project forward with the current density and current general layout, noting the Village planner and Village engineer do not recommend approval at this time subject to the next state of the site plan approval by the planner and engineer and fire department and disregarding the conflict with the Zoning Ordinance. Secretary Lorant seconded the motion.

Commissioner McClary expressed concerns with the motion, noting the Planning Commission cannot change the requirement of an ordinance and only the Village Council can do that. He noted the Board of Zoning Appeals may review provisions of the ordinance and grant variances from the Zoning Requirements, but the Planning Commission cannot.

Commissioners discussed whether or not something is a requirement of the ordinance or the intent of the ordinance, whether the ordinance allows for multi family dwelling units without the commercial component, the requirement for special land use approval, and the overcrowding of the lake and the impact of the additional boat slips.

Jerry Richards, Joslyn, expressed concern with the additional boat slips, overcrowding of the lake, nonresidents using residents' properties to access the lake, residents renting out docks, and the lack of adherence to the rules of the lake.

Commissioner Lamb restated his motion to "approve the submitted plan subject to the appropriate administrative review and procedures and grant the applicant the use of the property as provided despite and ignoring the conflicting languages so that there would not be any confusion.

Commissioners continued to discuss the Planning Commission's and/or Administration's power to approve the plan if it is in conflict with the Ordinance. It was noted that the Village Planner recommends the Planning Commission table this until the conflict with the ordinance is resolved.

RESULT:	FAILED [3 TO 4]
MOVER:	Michael Lamb, Village Council Representative
SECONDER:	Henry Lorant, Secretary
AYES:	Henry Lorant, Larry Dunn, Michael Lamb
NAYS:	George Dandalides, Darwin D. P. McClary, Jerry Narsh, Nick (Stephen) Smith
EXCUSED:	James E Zsenyuk, Edward Sabol

RESOLVED: Regarding Starboard Development, to approve the submitted plan for Starboard, Moceri Company, applicant, subject to the appropriate administrative review and procedures and grant the applicant the use of the property as provided despite and ignoring the conflicting languages so that there would not be any confusion; this approval is not subject to any changes to the Zoning Ordinance.

C. Planning and Zoning Monthly Report - September 2023

Village Planner Belko review McKenna's September 2023 Planning and Zoning Report and responded to questions from the Commissioners.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jerry Narsh, Council President
SECONDER:	Nick (Stephen) Smith, Commissioner
AYES:	Dandalides, Lorant, Dunn, Lamb, McClary, Narsh, Smith
EXCUSED:	James E Zsenyuk, Edward Sabol

RESOLVED: To receive and file McKenna's Planning and Zoning Report for September 2023.

D. MU, Mixed Use District Zoning Amendments – Draft #1

Village Planner Belko reviewed McKenna's memorandum regarding Article 9. MU - Mixed Use District Draft Amendments, dated September 28, 2023, which is attached and incorporated as part of these minutes to following sections of the Zoning Ordinance - MU - Mixed Use District:

- Section 9.01 Statement of Purpose
- Section 9.02 A.10
- Section 9.03.C.7 - a. b. and c.

Village Planner Belko noted the following:

- Eliminated the provision talking about residential land use as being permitted for and having a density where it is solely dedicated residential land uses.
- For Town houses he proposed that they do not exceed ten dwelling units per acre for multi-family apartment buildings located above the ground floor of a mixed use building with nonresidential uses below not to exceed 15 dwelling units per acre of lot area.

Discussion commenced regarding the unclarity of the language in the Zoning Ordinance and as it relates to the previous agenda item, Starboard Development. The developer has to comply with the current Zoning Ordinance requirements unless they wait until the ordinance is changed. It was noted that addressing the ordinance allowing in the Mixed Use District and all residential development with no commercial will eliminate the confusion.

The Commission requested Planner Belko prepare Mixed Use Amendments based on the discussion at tonight's meeting.

RESULT:	NO ACTION TAKEN
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8. New Business**9. Commissioners' Comments Regarding Planning and Zoning Matters**

Commissioner Lamb congratulation Commissioner Smith on the birth of his daughter, the positive changes to the Village, density concerns of the lake and the extension of the facade on Broadway to include the American Legion.

Commissioner Narsh commented on the positive changes in the community and the new development; how we should be welcoming to the new people coming to the Village because they will be future Board and Commission members, going to our restaurants and supporting our community. He stated the Planning Commission is doing a good job making sure everything is being done properly.

Commissioner Dunn stated he agrees with the new facade, noting it will change the look of downtown; commended the Mocerri Group for doing a great job addressing the Commissions concerns and making a commitment to the Village. He noted the Mocerri Group has done a great job with the demotion of the site of their new project and stated he hoped the issues with the Starboard Development Project can be resolved.

Commission McClary stated that Village Council has authorized the use of electronic packets for Council as well as all the Boards and Commissions and noted that he supports the Starboard Project, noting it will be an asset to the community. He stated that we need to make sure that we treat all developers uniformly and consistently and that the Planning Commission is looking out for the best interests of the entire community and is not trying to act on behalf of the developer.

Commissioner Smith stated that the façade proposal will be great for downtown and that he hoped the American Legion would join the project; expressed his appreciation to Mocerri for working with the community and reducing the size of the Starboard Project; and noted he is happy with the Village moving to electronic packets.

Secretary Lorant stated he is happy to hear about the progress of the high school project and how fast that is moving long; stated we have done a good job of cleaning up the lot of the blight in the Village, making it a better place for everyone; stated he the downtown façade project and agrees with getting the American Legion to join the façade project downtown; and stated we have a good committee working hard to take care of the Village.

Vice Chairperson Dandalides inquired if Commissioners can use their own laptops in lieu of the Chrome books provided by the Village for the electronic packets; requested that the request Mr. Phillips brought up during Public Comment be placed on the next Planning Commission Agenda for discussion; and requested the Administration provide the Planning Commission Agenda Packet earlier than Thursday prior to the meeting to allow Commissioners adequate time to review and study the packet.

10. Next Regular Planning Commission Meeting

Vice Chairperson Dandelions stated the next Planning Commission meeting will be held on November 6 @ 7:30 PM.

11. Adjournment

Motion to: To adjourn the Monday, October 2, 2023 regular meeting of the Lake Orion Planning Commission.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Henry Lorant, Secretary
SECONDER:	Nick (Stephen) Smith, Commissioner
AYES:	Dandalides, Lorant, Dunn, Lamb, McClary, Narsh, Smith
EXCUSED:	James E Zsenyuk, Edward Sabol

The Monday, October 2, 2023 regular meeting of the Lake Orion Planning Commission adjourned at 9:41 PM.

Henry Lorant
Secretary

Susan C. Galeczka, CMC CMMC
Village Clerk

Date Approved: November 6, 2023, as presented.



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: November 13, 2023

TOPIC: Invoice Approval -November 13, 2023

ITEM: Approval of Invoices for November 13, 2023.

RECOMMENDED MOTION:

RESOLVED: To approve November 13, 2023 bills in the amount of \$196,632.33, of which \$17,787.29 are DDA Bills for a net total of \$178,845.04 and to receive and file the DDA bills.

ATTACHMENTS:

check reg november 14, 2023

VILLAGE OCT 23

INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION
EXP CHECK RUN DATES 11/14/2023 - 11/14/2023
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check
Fund 101 GENERAL FUND					
Dept 000 REVENUE					
101-000-280-000	MI STATE POLICE ICHAT	COMERICA BANK	CREDIT CARD-TODD OCTOBER	10.00	
101-000-281-000	ESCROW	BEIER HOWLETT, P.C.	GENERAL MATTERS SERVICES THRU OCTOBER 3	247.50	
101-000-281-000	597 E FLINT ORION VILLAS	MCKENNA ASSOCIATES, INC.	SERVICES SEPTEMBER 1-30	830.00	
101-000-281-000	SITE PLAN REVIEW	NOWAK & FRAUS ENGINEERS	N795 146 S. BROADWAY	450.00	
101-000-281-000	SITE PLAN REVIEW	NOWAK & FRAUS ENGINEERS	N808 PENINSULA CONDOMINIUMS	1,847.50	
101-000-281-000	SITE PLAN REVIEW	NOWAK & FRAUS ENGINEERS	N569- ORION VILLAS 597 MILLER ROAD- THE	856.25	
101-000-281-000	MYSTIC COVE	NOWAK & FRAUS ENGINEERS	N035 MYSTIC COVE THRU SEPT 24	712.50	
101-000-281-000	SITE PLAN REVIEW	NOWAK & FRAUS ENGINEERS	N033-01 THE STARBOARD-BROADWAY THRU SEI	293.75	
101-000-281-000	55 W ELIZABETH ST	NOWAK & FRAUS ENGINEERS	M900 FLATS AT WEST VILLAGE THRU SEPT 26	2,987.50	
101-000-281-000	141 ELIZABETH ST	NOWAK & FRAUS ENGINEERS	M818 ELIZABETH STREET APTS THRU SEPT 24	1,905.44	
Total For Dept 000 REVENUE				10,140.44	
Dept 215 VILLAGE CLERK					
101-215-719-000	VILLAGE CONTRIBUTIONS TO DC	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS	515.52	
101-215-801-000	PUBLIC NOTICES DEAD END LINE FLU	VIEW NEWSPAPER GROUP	ORDINANCES PRINTING & PUBLICATION	521.40	
Total For Dept 215 VILLAGE CLERK				1,036.92	
Dept 228 Information Technology					
101-228-801-000	BOARDS AND COMMISSION NOVEMBER	GRANICUS	BOARDS & COMMISSIONS/ AGENDA & MINUTES	586.00	
101-228-801-000	INDOOR WIRELESS ACCESS POINT	VC3, INC.	INDOOR WIRELESS ACCESS POINT	213.00	
101-228-801-000	MICROSOFT 365 AGREEMENT	VC3, INC.	MICROSOFT 365 AGREEMENT	226.10	
101-228-801-000	MONTHLY BILLING SEPTEMBER FOR CL	VC3, INC.	MONTHLY BILLING OCTOBER CLOUD PROTECTI	94.00	
101-228-801-000	MONTHLY BILLING FOR OCTOBER	VC3, INC.	MONTHLY BILLING	1,654.50	
Total For Dept 228 Information Technology				2,773.60	
Dept 253 TREASURER					
101-253-801-000	KOFAX PDF FOR TREASURER/CLERK	COMERICA BANK	CREDIT CARD-WES	189.74	
101-253-957-000	PARKING GARAGE MERS CONFERENCE T	COMERICA BANK	CREDIT CARD-WES	273.85	
Total For Dept 253 TREASURER				463.59	
Dept 260 GENERAL ACTIVITIES					
101-260-719-000	VILLAGE CONTRIBUTIONS TO DC	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS	876.40	
101-260-727-000	AA BATTERIES	ODP BUSINESS SOLUTIONS LLC	OFFICE SUPPLIES	58.90	
101-260-729-000	POSTAGE	QUADIENT POSTAGE FUNDING	POSTAGE	1,000.00	
101-260-730-000	9/21-10/30	XEROX CORPORATION	OCTOBER COPIER LEASE	354.54	
101-260-823-000	IONOS INC	COMERICA BANK	CREDIT CARD-SUSAN OCTOBER	102.30	
101-260-830-000	OCTOBER	GFL ENVIRONMENTAL USA	ACCT # 001661554	21,142.60	
101-260-851-000	101-260-851-000 NOV 5-DEC 4	COMCAST CABLE	COMCAST ACCT # 8529 10 142 0017924	292.42	
101-260-851-000	TELEPHONES	MISWITCH COMMUNICATIONS	VILLAGE & POLICE PHONES	751.93	
101-260-920-000	20 E SHADBOLT	DTE ENERGY	DTE BILL-OCTOBER	1,012.08	
101-260-921-000	STREETLIGHTS	DTE ENERGY	OCTOBER BILL STREETLIGHTS	3,761.31	
101-260-921-000	175 BELLEVUE	DTE ENERGY	DTE BILL -OCTOBER	14.91	
101-260-930-000	MATS FOR VILLAGE OFFICE NOVEMBER	DarWel ENTERPRISES LLC	MONTHLY MAT RENTAL VILLAGE OFFICES	203.86	
101-260-930-000	VILLAGE OFFICE SEPTEMBER	PL CARPET CLEANING	MONTHLY CLEANING	616.00	
101-260-956-000	NOVEMBER	BASIC BENEFITS	MONTHLY COBRA FEE- NOVEMBER	32.09	
Total For Dept 260 GENERAL ACTIVITIES				30,219.34	
Dept 721 PLANNING AND ZONING					
101-721-829-000	PROFESSIONAL HOURLY-ASSISTANT PL	MCKENNA ASSOCIATES, INC.	SERVICES SEPTEMBER 1-30	4,320.00	
101-721-840-000	MONTHLY RETAINER	MCKENNA ASSOCIATES, INC.	SERVICES SEPTEMBER 1-30	850.00	
Total For Dept 721 PLANNING AND ZONING				5,170.00	
Dept 751 PARKS AND RECREATION					

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check
Fund 101 GENERAL FUND					
Dept 751 PARKS AND RECREATION					
101-751-920-000	66 S PARK	DTE ENERGY	DTE BILL-OCTOBER	66.22	
Total For Dept 751 PARKS AND RECREATION				66.22	
Dept 880 CONTRACT SERV - LEAGAL/ACCTING/ENGINEER					
101-880-805-000	32.93%	ANDREWS HOOPER PAVLIC PLC	2023 FINANCIAL AUDIT	3,293.00	
101-880-806-000	EGLE PERMIT	NOWAK & FRAUS ENGINEERS	N110 BRIDGE STREET SEAWALL 104 BRIDGE S	187.50	
101-880-806-000	PROFESSIONAL SERVICES THROUGH	NOWAK & FRAUS ENGINEERS	M718 PARK AVENUE RTAINING WALL THRU SEI	725.00	
101-880-806-000	M629 GENERAL ENGINEERING SERVICE	NOWAK & FRAUS ENGINEERS	M629-GENERAL ENGINEERING SERVICES THRU	1,012.50	
101-880-811-000	101 LEGAL SERVICES	BEIER HOWLETT, P.C.	GENERAL MATTERS SERVICES THRU OCTOBER 3	3,731.75	
Total For Dept 880 CONTRACT SERV - LEAGAL/ACCTING/ENGI				8,949.75	
Total For Fund 101 GENERAL FUND				58,819.86	
Fund 125 DEPT OF PUBLIC WORKS FUND					
Dept 441 DEPARTMENT OF PUBLIC WORKS					
125-441-719-000	VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS	129.47	
125-441-740-000	28 PACK SAFETY GLASSES	AMAZON CAPITAL SERVICES	AMAZON	26.99	
125-441-740-000	MAKITA 16" DIAMOND BLADE	AMAZON CAPITAL SERVICES	AMAZON	108.03	
125-441-740-000	RAT X; MOUSE TRAP MOUSE GLUE	GREAT LAKES ACE HARDWARE	GREAT LAKES ACE PURCHASES-OCTOBER 2023	110.25	
125-441-740-000	10/13/23	HOME DEPOT CREDIT SERVICES	DPW MULTIPLE PURCHASES OCTOBER 23	215.31	
125-441-741-000	RAKES	GREAT LAKES ACE HARDWARE	GREAT LAKES ACE PURCHASES-OCTOBER 2023	94.00	
125-441-821-000	INVOICE DATE 10.04.23	UniFIRST	UNIFORMS FOR DPW WEEKLY	107.53	
125-441-821-000	INVOICE DATE 10.18.23	UniFIRST	UNIFORMS FOR DPW WEEKLY	92.86	
125-441-821-000	INVOICE DATE 10.25.23	UniFIRST	UNIFORMS FOR DPW WEEKLY	92.86	
125-441-851-000	DPW PHONES	AT&T MOBILITY	DPW/POLICE/PARKING PHONES	61.56	
125-441-851-000	OCT 21-NOV 20	AT&T MOBILITY	DPW PHONES/TABLET 287283687328 ACCT #	166.00	
125-441-851-000	OCT 25-NOV 24	COMCAST CABLE	ACCT # 8529 10 142 0021751 362 CASS ST	261.00	
125-441-865-000	LATE FEE PAYMENT	SHELL	SHELL CREDIT CARD	41.28	
125-441-920-000	362 CASS	DTE ENERGY	DTE BILL-OCTOBER	278.91	
125-441-931-000	CARBURETOR-SQUARE MAGNUM	BURDICK ST. LANDSCAPE SUP	CARBURETOR FOR TORO SQUARE MAGNUM GATOF	483.92	
125-441-931-000	10/11/23	O'REILLY AUTOMOTIVE, INC.	OCTOBER CREDIT CARD	95.49	
125-441-932-000	SCRAP TIRE DISPOSAL FEE	BELLE TIRE DISTRIBUTORS	TIRES	52.00	
125-441-932-000	FUEL LINE CHECK	MOTO-MEDIC INC.	VEHICLE MAINTENANCE	75.00	
125-441-932-000	10/5/23	O'REILLY AUTOMOTIVE, INC.	OCTOBER CREDIT CARD	23.85	
125-441-932-000	TIRES	TIRE WAREHOUSE, INC	TIRES	308.71	
125-441-956-000	6 @ 90.00 PER DRIVER	MICHIGAN MUNICIPAL LEAGUE	CDL CONSORTIUM DRIVERS FEE 1-1-24 / 12-	540.00	
125-441-957-000	MARRIOTT MERS CONFERENCE WARREN	COMERICA BANK	CREDIT CARD-WES	228.85	
Total For Dept 441 DEPARTMENT OF PUBLIC WORKS				3,593.87	
Dept 443 PHASE II STORMWATER					
125-443-801-000	CONSTRUCTION PLANS	NOWAK & FRAUS ENGINEERS	N183 NORTH SHORE COURT DRAINAGE-THRU SE	150.00	
125-443-930-000	9/27/23	HOME DEPOT CREDIT SERVICES	DPW MULTIPLE PURCHASES OCTOBER 23	216.16	
Total For Dept 443 PHASE II STORMWATER				366.16	
Total For Fund 125 DEPT OF PUBLIC WORKS FUND				3,960.03	
Fund 202 MAJOR STREET FUND					
Dept 260 GENERAL ACTIVITIES					
202-260-805-000	3.69%	ANDREWS HOOPER PAVLIC PLC	2023 FINANCIAL AUDIT	369.00	
Total For Dept 260 GENERAL ACTIVITIES				369.00	
Dept 463 ROUTINE MAINTENANCE					
202-463-719-000	VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS	20	

11/08/2023 11:29 AM
User: AEASTMAN
DB: Village Of Lake

INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION
EXP CHECK RUN DATES 11/14/2023 - 11/14/2023
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

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9.A.1.a

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check
Fund 202 MAJOR STREET FUND					
Dept 463 ROUTINE MAINTENANCE					
202-463-801-000	N732 PAVEMENT ASSET MAJOR STREET	NOWAK & FRAUS ENGINEERS	N732 PAVEMENT ASSET	498.75	
202-463-801-000	4 HOURS SWEEPING VAC TRUCK	SWEEPMASTER, INC	VAC TRUCK	700.00	
202-463-801-000	4 HOURS SWEEPING VAC TRUCK	SWEEPMASTER, INC	VAC TRUCK	700.00	
Total For Dept 463 ROUTINE MAINTENANCE				2,105.91	
Dept 474 TRAFFIC SERVICES					
202-474-719-000	VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS	77.68	
202-474-801-000	FLINT ST & BROADWAY	ROAD COMMISSON FOR OAKLANI	FLINT ST & BROADWAY SIGNAL MAINTENANCE	39.01	
Total For Dept 474 TRAFFIC SERVICES				116.69	
Dept 478 WINTER MAINTENANCE					
202-478-719-000	VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS	414.32	
Total For Dept 478 WINTER MAINTENANCE				414.32	
Total For Fund 202 MAJOR STREET FUND				3,005.92	
Fund 203 LOCAL STREET FUND					
Dept 260 GENERAL ACTIVITIES					
203-260-805-000	3.16%	ANDREWS HOOPER PAVLIC PLC	2023 FINANCIAL AUDIT	316.00	
Total For Dept 260 GENERAL ACTIVITIES				316.00	
Dept 463 ROUTINE MAINTENANCE					
203-463-719-000	VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS	388.42	
203-463-726-000	PATCHING	AJAX MATERIALS CORP	ASPHALT PAVING	176.32	
203-463-801-000	245 BROADWAY/210 BROADWAY/	MICHIGAN PROPERTY NETWORK	TREE TRIMMING FOR OCTOBER	3,650.00	
203-463-801-000	N732 PAVEMENT ASSET LOCAL STREET	NOWAK & FRAUS ENGINEERS	N732 PAVEMENT ASSET	498.75	
Total For Dept 463 ROUTINE MAINTENANCE				4,713.49	
Dept 474 TRAFFIC SERVICES					
203-474-719-000	VILLAGE CONTRIBUTION	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS	103.58	
Total For Dept 474 TRAFFIC SERVICES				103.58	
Dept 478 WINTER MAINTENANCE					
203-478-719-000	VILLAGE CONTRIBUTION	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS	492.00	
Total For Dept 478 WINTER MAINTENANCE				492.00	
Total For Fund 203 LOCAL STREET FUND				5,625.07	
Fund 207 POLICE FUND					
Dept 301 POLICE/SHERIFF/CONSTABLE					
207-301-719-000	VILLAGE CONTRIBUTION	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS	1,764.05	
207-301-727-000	GREAT LACE ACE 10/3/23	COMERICA BANK	CREDIT CARD-TODD OCTOBER	29.63	
207-301-727-000	10/12/23	HOME DEPOT CREDIT SERVICES	DPW MULTIPLE PURCHASES OCTOBER 23	30.73	
207-301-730-000	POLICE PRINTER RICOH CONTRACT PA	U.S. BANK EQUIPMENT FINAN	RICOH CONTRACT PAYMENT POLICE PRINTER	108.45	
207-301-740-000	PSYCHOLOGICAL EXAM (WANG)	ALPHA PSYCHOLOGICA SERVICE	PSYCHOLOGICAL EXAM (WANG)	775.00	
207-301-801-000	10/20-11/19	APPLIED INNOVATION	POLICE COPY MACHINE 10/20-11/19	70.30	
207-301-801-000	YIN CHUN WANG	BEAUMONT URGENT CARE BY WE	PREEMPLOYMENT PHYSICAL	135.00	
207-301-802-000	PROSECUTIONS	BEIER HOWLETT, P.C.	PROSECUTIONS-SERVICES THRU OCTOBER 31	4,466.75	
207-301-804-000	SHERIFF DISPATCH SERVICES	OAKLAND COUNTY TREASURER	SHERIFF DISPATCH SERVICES OCTOBER	3,405.92	
207-301-820-000	PDU LONG L/S SHIRT	NYE UNIFORM	UNIFORMS SHIRTS	264.06	
207-301-851-000	POLICE PHONES	AT&T MOBILITY	DPW/POLICE/PARKING PHONES	156.70	
207-301-851-000	207-301-851-000 NOV 5 - DEC 4	COMCAST CABLE	COMCAST ACCT # 8529 10 142 0017924	292.42	
207-301-851-000	TELEPHONES	MISWITCH COMMUNICATIONS	VILLAGE & POLICE PHONES	757.02	
207-301-930-003	WINTERIZE AND OIL CHANGE	OAKLAND MOBILE MARINE	WINTERIZE POLICE BOAT	38	

Attachment: check reg november 14, 2023 (6375 : Invoice Approval - November 13, 2023)

11/08/2023 11:29 AM
User: AEASTMAN
DB: Village Of Lake

INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION
EXP CHECK RUN DATES 11/14/2023 - 11/14/2023
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

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9.A.1.a

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check
Fund 207 POLICE FUND					
Dept 301 POLICE/SHERIFF/CONSTABLE					
207-301-931-000	1 GAL ANTI-FREEZE	AutoZone	ANTI-FREEZE 1 GAL.	10.99	
		Total For Dept 301 POLICE/SHERIFF/CONSTABLE		12,644.43	
		Total For Fund 207 POLICE FUND		12,644.43	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Dept 260 GENERAL ACTIVITIES					
248-260-719-000	VILLAGE CONTRIBUTION	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS	463.52	
248-260-801-003	10/13/23	HOME DEPOT CREDIT SERVICES	DPW MULTIPLE PURCHASES OCTOBER 23	167.30	
248-260-805-000	20.33%	ANDREWS HOOPER PAVLIC PLC	2023 FINANCIAL AUDIT	2,000.00	
248-260-823-000	CLEAN MALWARE	BRIGHTWAY MARKETING	WEBSITE SERVICES	150.00	
248-260-823-000	FLOWCODE	COMERICA BANK	MONTHLY CREDIT CARD STATEMENT	139.10	
248-260-823-000	WEBSITE MAINTENANCE	WYLDR CREATIVE LLC	WEBSITE MAINTENANCE	300.00	
248-260-823-001	AGENDA AND MINUTES NOVEMBER	GRANICUS	BOARDS & COMMISSIONS/ AGENDA & MINUTES	104.00	
248-260-851-000	TELEPHONE	MISWITCH COMMUNICATIONS	TELEPHONE	90.06	
248-260-920-000	24 FRONT ST ACCT 9200 096 8065 2	DTE ENERGY	24 FRONT ST DTE	8.14	
248-260-920-000	118 N BROADWAY	DTE ENERGY	DTE BILL-OCTOBER	161.86	
248-260-921-000	165 S BROADWAY	DTE ENERGY	DTE BILL-OCTOBER	20.09	
248-260-930-002	MONTHLY MAT	DARWEL ENTERPRISES LLC	MATS	33.11	
248-260-956-000	ARIZONA GOULET	BEAUMONT URGENT CARE BY WE	PREEMPLOYMENT PHYSICAL	130.00	
248-260-974-000	AMAZON	COMERICA BANK	MONTHLY CREDIT CARD STATEMENT	349.99	
		Total For Dept 260 GENERAL ACTIVITIES		4,117.17	
Dept 725 ORGANIZATION					
248-725-822-000	SNAPRETAIL	COMERICA BANK	MONTHLY CREDIT CARD STATEMENT	65.00	
248-725-825-000	DOWNTOWN DOLLAR CERT #4381	ANITA'S KITCHEN	DOWNTOWN DOLLARS REDEMPTION	25.00	
248-725-825-000	CERTIFICATES 4374-4376	OAT SODA	DOWNTOWN DOLLARS REDEMPTION	75.00	
248-725-825-000	GIFT CERTIFICATE #4341/4342	TWICE BLESSED	DOWNTOWN DOLLARS REDEMPTION	50.00	
248-725-826-000	HERE LIES LAKE ORION	CANOE CIRCLE GRAPHICS	GRAPHIC DESIGN	255.00	
248-725-827-000	BROADWAY EMBROIDERY	COMERICA BANK	MONTHLY CREDIT CARD STATEMENT	26.50	
		Total For Dept 725 ORGANIZATION		496.50	
Dept 726 DESIGN					
248-726-801-000	DDA CLEANING SEPTEMBER	PL CARPET CLEANING	MONTHLY CLEANING	375.00	
		Total For Dept 726 DESIGN		375.00	
Dept 728 ECONOMIC DEVELOPMENT					
248-728-801-000	CONTRACT GRANT WRITING	G&G MUNICIPAL CONSULTING /	GRANT WRITING	5,750.00	
248-728-888-000	PARKING MAP	CANOE CIRCLE GRAPHICS	GRAPHIC DESIGN	225.00	
248-728-888-000	IDEA39	COMERICA BANK	MONTHLY CREDIT CARD STATEMENT	2,384.72	
248-728-888-000	MONTHLY ADVERTISING FEE	VIEW NEWSPAPER GROUP	ADVERTISING	828.00	
248-728-888-001	MARKETING AND BRANDING	HUDSON COLLECTIVE	MONTHLY BRANDING SERVICES	2,245.00	
		Total For Dept 728 ECONOMIC DEVELOPMENT		11,432.72	
Dept 729 PROMOTION					
248-729-880-004	HALLOWEEN EXTRAVANGA	CANOE CIRCLE GRAPHICS	GRAPHIC DESIGN	135.00	
248-729-880-004	AMAZON	COMERICA BANK	MONTHLY CREDIT CARD STATEMENT	304.11	
248-729-880-005	CANVA	COMERICA BANK	MONTHLY CREDIT CARD STATEMENT	197.98	
248-729-880-015	POPLIN	COMERICA BANK	MONTHLY CREDIT CARD STATEMENT	22.00	
248-729-880-017	MOVIE NIGHT	CANOE CIRCLE GRAPHICS	GRAPHIC DESIGN	135.00	
248-729-880-017	FACEBOOK	COMERICA BANK	MONTHLY CREDIT CARD STATEMENT	245.93	
248-729-880-100	EVERGREEN'S COFFEE	COMERICA BANK	MONTHLY CREDIT CARD STATEMENT	15.88	
248-729-885-000	CHILDREN'S PARK PORT A JOHN	TURNER SANITATION	PORT A JOHNS	31	

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INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION
EXP CHECK RUN DATES 11/14/2023 - 11/14/2023
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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Dept 729 PROMOTION					
Total For Dept 729 PROMOTION				1,365.90	
Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND				17,787.29	
Fund 401 CAPITAL PROJECTS FUND					
Dept 901 905					
401-901-972-751	WASHINGTON STREET	NOWAK & FRAUS ENGINEERS	M609 MEEKS PARK PEDESTRIAN BRIDGE-WASHI	890.00	
Total For Dept 901 905				890.00	
Total For Fund 401 CAPITAL PROJECTS FUND				890.00	
Fund 592 WATER AND SEWER FUND					
Dept 260 GENERAL ACTIVITIES					
592-260-805-000	40.22%	ANDREWS HOOPER PAVLIC PLC	2023 FINANCIAL AUDIT	4,022.00	
Total For Dept 260 GENERAL ACTIVITIES				4,022.00	
Dept 548 SEWER ACTIVITIES					
592-548-801-000	ASSISTANCE WITH VIOLATION RESOLU	NOWAK & FRAUS ENGINEERS	N794 515 BELLEVUE -LEAD SERVICE	600.00	
592-548-801-000	SENIOR PROJECT MANAGER	NOWAK & FRAUS ENGINEERS	N434 SANITARY SEWER PUMP STATION IMPROV	1,212.50	
592-548-831-000	OCTOBER	OAKLAND COUNTY DRAIN COMM	SEWAGE DISPOSAL -OCTOBER	41,048.21	
Total For Dept 548 SEWER ACTIVITIES				42,860.71	
Dept 556 WATER ACTIVITIES					
592-556-719-000	VILLAGE CONTRIBUTION	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS	776.84	
592-556-745-000	LAP1-000000-SOUT-01 S LAPEER RD	CHARTER TOWNSHIP OF ORION	OCTOBER WATER/SEWER BILL	42,046.62	
592-556-931-002	10/19/23	HOME DEPOT CREDIT SERVICES	DPW MULTIPLE PURCHASES OCTOBER 23	54.78	
592-556-956-000	WATER SUPPLY ANNUAL FEE	EGLE	COMMUNITY PUBLIC WATER SUPPLY ANNUAL FE	1,618.08	
Total For Dept 556 WATER ACTIVITIES				44,496.32	
Total For Fund 592 WATER AND SEWER FUND				91,379.03	
Fund 701 ESCROW					
Dept 000 REVENUE					
701-000-675-000	JULY 1- SEPT 30, 2023	O. C. C. C. C.	FRANCHISE/PEG FEES FROM DIRECT LLC	2,520.70	
Total For Dept 000 REVENUE				2,520.70	
Total For Fund 701 ESCROW				2,520.70	
Total For All Funds:				196,632.33	
--- FUND TOTALS BY VENDOR ---					
Fund 101 GENERAL FUND					
000112	- COMERICA BANK			575.89	
000174	- ALERUS FINANCIAL			1,391.92	
000339	- COMCAST CABLE			292.42	
000403	- DTE ENERGY			3,776.22	
000404	- DTE ENERGY			1,078.30	
004004	- MCKENNA ASSOCIATES, INC.			6,000.00	
004015	- MISWITCH COMMUNICATIONS			751.93	
006008	- ODP BUSINESS SOLUTIONS LLC			58.90	
009002	- DarWel ENTERPRISES LLC			203.86	
009012	- GFL ENVIRONMENTAL USA			21,142.60	
040025	- VIEW NEWSPAPER GROUP			521.40	
055000	- XEROX CORPORATION			354.54	
913132	- BEIER HOWLETT, P.C.			3,97	

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check
		913160	- PL CARPET CLEANING	616.00	
		913181	- ANDREWS HOOPER PAVLIC PLC	3,293.00	
		913249	- GRANICUS	586.00	
		913295	- BASIC BENEFITS	32.09	
		913497	- NOWAK & FRAUS ENGINEERS	10,977.94	
		913589	- QUADIENT POSTAGE FUNDING	1,000.00	
		924	- VC3, INC.	2,187.60	
		TOTAL FUND 101	GENERAL FUND	58,819.86	
	Fund 125	DEPT OF PUBLIC WORKS FUND			
		000112	- COMERICA BANK	228.85	
		000143	- GREAT LAKES ACE HARDWARE	204.25	
		000174	- ALERUS FINANCIAL	129.47	
		000250	- BURDICK ST. LANDSCAPE SUPPLY	483.92	
		000335	- AT&T MOBILITY	227.56	
		000338	- COMCAST CABLE	261.00	
		000404	- DTE ENERGY	278.91	
		000855	- HOME DEPOT CREDIT SERVICES	431.47	
		004033	- MICHIGAN MUNICIPAL LEAGUE	540.00	
		004081	- MOTO-MEDIC INC.	75.00	
		010026	- SHELL	41.28	
		020003	- TIRE WAREHOUSE, INC	308.71	
		030010	- UniFIRST	293.25	
		913126	- O'REILLY AUTOMOTIVE, INC.	119.34	
		913322	- BELLE TIRE DISTRIBUTORS	52.00	
		913494	- AMAZON CAPITAL SERVICES	135.02	
		913497	- NOWAK & FRAUS ENGINEERS	150.00	
		TOTAL FUND 125	DEPT OF PUBLIC WORKS FUND	3,960.03	
	Fund 202	MAJOR STREET FUND			
		000174	- ALERUS FINANCIAL	699.16	
		006013	- ROAD COMMISSON FOR OAKLAND CO.	39.01	
		913181	- ANDREWS HOOPER PAVLIC PLC	369.00	
		913497	- NOWAK & FRAUS ENGINEERS	498.75	
		913630	- SWEEPMASTER, INC	1,400.00	
		TOTAL FUND 202	MAJOR STREET FUND	3,005.92	
	Fund 203	LOCAL STREET FUND			
		000104	- AJAX MATERIALS CORP	176.32	
		000174	- ALERUS FINANCIAL	984.00	
		4014	- MICHIGAN PROPERTY NETWORK	3,650.00	
		913181	- ANDREWS HOOPER PAVLIC PLC	316.00	
		913497	- NOWAK & FRAUS ENGINEERS	498.75	
		TOTAL FUND 203	LOCAL STREET FUND	5,625.07	
	Fund 207	POLICE FUND			
		000112	- COMERICA BANK	29.63	
		000116	- AutoZone	10.99	
		000174	- ALERUS FINANCIAL	1,764.05	
		000176	- APPLIED INNOVATION	70.30	
		000335	- AT&T MOBILITY	156.70	
		000339	- COMCAST CABLE	292.42	
		000855	- HOME DEPOT CREDIT SERVICES	30.73	
		004015	- MISWITCH COMMUNICATIONS	751.93	
		006012	- OAKLAND COUNTY TREASURER	3,405.92	
		132	- ALPHA PSYCHOLOGICA SERVICES P.C.	775.00	
		4074	- OAKLAND MOBILE MARINE	382.50	
		913132	- BEIER HOWLETT, P.C.	4,460.00	
		913251	- U.S. BANK EQUIPMENT FINANCE	10	

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check
		913452	- NYE UNIFORM	264.06	
		913629	- BEAUMONT URGENT CARE BY WELLSTREET	135.00	
		TOTAL FUND 207	POLICE FUND	12,644.43	
		Fund 248	DOWNTOWN DEVELOPMENT AUTHORITY F		
		000112	- COMERICA BANK	3,751.21	
		000174	- ALERUS FINANCIAL	463.52	
		000246	- BRIGHTWAY MARKETING	150.00	
		000392	- CANOE CIRCLE GRAPHICS	750.00	
		000404	- DTE ENERGY	190.09	
		000855	- HOME DEPOT CREDIT SERVICES	167.30	
		004015	- MISWITCH COMMUNICATIONS	90.06	
		020029	- TURNER SANITATION	310.00	
		020115	- TWICE BLESSED	50.00	
		040025	- VIEW NEWSPAPER GROUP	828.00	
		913069	- DARWEL ENTERPRISES LLC	33.11	
		913160	- PL CARPET CLEANING	375.00	
		913181	- ANDREWS HOOPER PAVLIC PLC	2,000.00	
		913249	- GRANICUS	104.00	
		913358	- OAT SODA	75.00	
		913438	- ANITA'S KITCHEN	25.00	
		913453	- WYLD R CREATIVE LLC	300.00	
		913493	- HUDSON COLLECTIVE	2,245.00	
		913629	- BEAUMONT URGENT CARE BY WELLSTREET	130.00	
		913631	- G&G MUNICIPAL CONSULTING AND GRANT	5,750.00	
		TOTAL FUND 248	DOWNTOWN DEVELOPMENT AUTHC	17,787.29	
		Fund 401	CAPITAL PROJECTS FUND		
		913497	- NOWAK & FRAUS ENGINEERS	890.00	
		TOTAL FUND 401	CAPITAL PROJECTS FUND	890.00	
		Fund 592	WATER AND SEWER FUND		
		000174	- ALERUS FINANCIAL	776.84	
		000855	- HOME DEPOT CREDIT SERVICES	54.78	
		006017	- CHARTER TOWNSHIP OF ORION	42,046.62	
		006042	- OAKLAND COUNTY DRAIN COMMIS	41,048.21	
		010079	- EGLE	1,618.08	
		913181	- ANDREWS HOOPER PAVLIC PLC	4,022.00	
		913497	- NOWAK & FRAUS ENGINEERS	1,812.50	
		TOTAL FUND 592	WATER AND SEWER FUND	91,379.03	
		Fund 701	ESCROW		
		006076	- O. C. C. C. C.	2,520.70	
		TOTAL FUND 701	ESCROW	2,520.70	

Attachment: check reg november 14, 2023 (6375 : Invoice Approval - November 13, 2023)



COMERICA COMMERCIAL CARD SRVC
DEPARTMENT #166901
PO BOX 55000
DETROIT, MI 48255 1669

*****4944

VILLAGE OF LAKE ORION
VILLAGE OF LAKE ORION
ATTN: JOE YOUNG
21 E CHURCH STREET
LAKE ORION, MI 48362

Statement Summary

Total Amount Due	\$4,585.58	Due Date:	11/20/2023
Current Payment Due:	\$4,585.58	Billing Date:	10/31/2023
Past Due Amount:	\$0.00	Credit Limit:	\$40,000.00
Minimum Amount Due:	\$4,585.58		

Account Summary

Previous Balance:	\$4,633.72		
Purchases:	\$4,585.58	Days In This Billing Cycle:	32
Cash Advances:	\$0.00	New Cash Advances:	\$0.00
Credits:	\$0.00	Cash Advance Fee:	\$0.00
Payments:	(\$4,633.72)		
Other Charges:	\$0.00		
New Balance:	\$4,585.58		

Cardholder Summary

Cardholder Name	Amount
SUSAN GALECZKA - *6838	\$102.3
MOLLY W LALONE - *7632	\$3,751.2
WESLEY A SANCHEZ - *6802	\$692.4
TODD W STANFIELD - *5137	\$39.6

Post Date	Tran Date	Reference Number	Merchant Description	Amount
			PURCHASES	\$4,585.58
			PAYMENTS	(\$4,633.72)
10/20/2023	10/20/2023	700000032721111111111111	AUTOMATIC PAYMENT	(\$4,633.72)

PLEASE NOTE THE FOLLOWING IMPORTANT INFORMATION:

* TRANSACTION REVIEW - NOTIFY US OF UNAUTHORIZED TRANSACTIONS OR ERRORS

Attachment: VILLAGE OCT 23 (6375 : Invoice Approval - November 13, 2023)

Post Date	Tran Date	Reference Number	Merchant Description	Amount
WITHIN 14 DAYS FROM THE DATE OF DISCOVERY OR THE DATE THE FIRST STATEMENT OR REPORT REFLECTING THE PROBLEM IS MADE AVAILABLE TO YOU, WHICHEVER OCCURS FIRST. * GUIDE TO BENEFITS - THE GUIDE TO BENEFITS IS AVAILABLE ONLINE AT WWW.COMERICA.COM/COMMERCIALCARDGTB * TRAVEL INSURANCE - IF YOUR CARD HAS BEEN PERMISSIONED FOR TRAVEL PURCHASES, YOU ARE COVERED UNDER MASTERCARD'S WORLDWIDE AUTOMATIC TRAVEL ACCIDENT & BAGGAGE INSURANCE POLICY. . IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR COMPANY'S PROGRAM ADMINISTRATOR.				
SUSAN GALECZKA - *6838				\$102.30
PURCHASES				\$102.30
10/02/2023	09/29/2023	75418233272183817586134	IONOS INC. CHESTERBROOK PA	\$17.42
10/30/2023	10/29/2023	75418233302186000691391	IONOS INC. CHESTERBROOK PA	\$84.88
MOLLY W LALONE - *7632				\$3,751.21
PURCHASES				\$3,751.21
10/02/2023	09/29/2023	05436843273000361993138	DOLLAR TREE LAKE ORION MI	\$11.95
10/02/2023	09/29/2023	05436843273100152073833	WALMART.COM 8009666546 BENTONVILLE AR	\$63.54
10/02/2023	09/28/2023	85180893272980174519772	ROCHESTER EVENT & E ROCHESTER HLS MI	\$70.63
10/04/2023	10/03/2023	55432863276208482562567	IN *IDEA39 303-2426303 MI	\$1,700.00
10/10/2023	10/08/2023	55432863281209924904014	AMZN Mktp US*TE3KN65R2 Amzn.com/bill WA	\$110.00
10/10/2023	10/08/2023	55432863281209975640418	AMZN Mktp US*T905429A1 Amzn.com/bill WA	\$90.08
10/10/2023	10/09/2023	55432863282200255138792	AMZN Mktp US*TE1PM76U2 Amzn.com/bill WA	\$89.81
10/10/2023	10/07/2023	82711163280000015947232	FLOWCODE PRO NEW YORK NY	\$9.95
10/12/2023	10/11/2023	55432863284200902049598	TST* Evergreens Coffee Oxford MI	\$15.88
10/13/2023	10/12/2023	25247803285000896005702	SNAPRETAIL PITTSBURGH PA	\$65.00
10/13/2023	10/13/2023	55432863286201359689231	AMZN Mktp US*TP3LG4EH0 Amzn.com/bill WA	\$16.99
10/16/2023	10/13/2023	55310203286083755726973	AMZN MKTP US*TP0224190 SEATTLE WA	\$27.18
10/16/2023	10/13/2023	55432863286201518220795	AMZN Mktp US*TP6222170 Amzn.com/bill WA	\$30.21
10/17/2023	10/16/2023	82711163289000018161394	POPLIN* S19877571 MINNEAPOLIS MN	\$2.00
10/18/2023	10/17/2023	82711163291000002896159	POPLIN* S34369593 MINNEAPOLIS MN	\$20.00
10/19/2023	10/18/2023	55310203292400069000170	GREAT LAKES ACE HDWE LAKE ORION MI	\$29.65
10/19/2023	10/18/2023	75418233291185223588510	IONOS INC. CHESTERBROOK PA	\$19.00
10/20/2023	10/19/2023	15270213292000077348230	FACEBK ZS4LUUTNH2 Menlo Park CA	\$10.00
10/23/2023	10/22/2023	55429503295717352138732	ADOBE INC. 4085366000 CA	\$21.19
10/23/2023	10/20/2023	55432863293203717635782	IN *ALLIED MEDIA 810-4337337 MI	\$684.72
10/27/2023	10/26/2023	75418233299185735012514	WEB*NETWORKSOLUTIONS JACKSONVILLE FL	\$72.97
10/27/2023	10/26/2023	82305093299000020223892	CANVA* I03950-66759804 CAMDEN DE	\$150.00
10/30/2023	10/27/2023	05436843301400097913812	WAL-MART #2558 STERLING HEIG MI	\$26.48
10/30/2023	10/30/2023	55310203303083384244082	AMZN MKTP US*UT4S688R3 SEATTLE WA	\$349.99
10/30/2023	10/27/2023	55446413300206146600391	EDS BROADWAY GIFT AND LAKE ORION MI	\$21.50
10/30/2023	10/28/2023	75418233301185903473833	WEB*NETWORKSOLUTIONS JACKSONVILLE FL	\$15.99
10/31/2023	10/30/2023	82711163303000015487265	SP BROADWAYEMBROIDER LAKE ORION MI	\$26.50
WESLEY A SANCHEZ - *6802				\$692.44

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Post Date	Tran Date	Reference Number	Merchant Description	Amount
			PURCHASES	\$692.44
10/02/2023	09/28/2023	55432863273207527129583	MARRIOTT DETROIT DTOWN DETROIT MI	\$228.85
10/02/2023	09/29/2023	55432863273207527129591	MARRIOTT DETROIT DTOWN DETROIT MI	\$228.85
10/02/2023	09/29/2023	55506293273207614800113	PORT ATWATER PARKING DETROIT MI	\$45.00
10/03/2023	10/02/2023	55420363275630108944356	2COCOM*KOFAX.COM Alpharetta GA	\$189.74
			TODD W STANFIELD - *5137	\$39.63
			PURCHASES	\$39.63
10/02/2023	09/29/2023	55436873273642732304487	MI STATE POLICE ICHAT LANSING MI	\$10.00
10/04/2023	10/03/2023	55310203277400069000591	GREAT LAKES ACE HDWE LAKE ORION MI	\$29.63



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: November 13, 2023

TOPIC: Obligation of American Rescue Plan Act (ARPA) CLFRF Funds

BACKGROUND BRIEF:

The village received a total of \$335,128 in American Rescue Plan Act (ARPA) Coronavirus Local Fiscal Recovery Funds (CLFRF) as part of the federal COVID-19 economic recovery package. The funds were posted to the village's Water and Sewer Fund.

Originally, the funds were intended under federal law to be used for very specific and limited purposes, including water and sewer infrastructure, broadband infrastructure, assistance to businesses impacted by the pandemic, premium pay for essential workers, and to recoup lost local government monies expended specifically to address pandemic response. The federal government later relaxed the regulations under Department of Treasury Final Rules to permit local units to use the funds for any expenditure that would otherwise be undertaken by the local units, except (1) pension funding, (2) debt service, (3) tax levy reductions; or (4) fund reserves.

While the CLFRF Program requires municipalities to obligate their funds by December 31, 2024, and to expend the funds by December 31, 2026, the Michigan legislature has tied 1% of City, Village, and Township Revenue Sharing (CVTRS) funding for 2024 to a requirement that CLFRF funds be obligated by December 31, 2023. This requirement appears to be the result of fear by the state legislature that the federal government may try to claw back CLFRF funds prior to the end of the next calendar year. Under the revenue sharing requirement, an obligation of funds may include the appropriation of the funds to a specific purpose. Council is being requested to adopt a resolution formally obligating the village's CLFRF funds for the Sanitary Sewer Pump Station Improvements Project, thereby making the village eligible for the additional 1% in CVTRS funding.

SUMMARY OF PREVIOUS COUNCIL ACTION:

None

FINANCIAL IMPACT:

The village received a total of \$335,128 in CLFRF funding, the receipts of which have been posted to the Water and Sewer Fund and currently remains in the Water and Sewer Fund reserves. If council adopts a resolution obligating the funds for the Sanitary Sewer Pump Stations Improvement Project, the Village Manager will prepare the necessary budget amendments at the appropriate time for council approval. The village receives \$20,178 in CVTRS funds and will receive an additional \$200.00 in funding by obligating its CLFRF funding for a specific purpose.

RECOMMENDED MOTION:

To adopt Resolution 2023-052 as follows

:

VILLAGE OF LAKE ORION

COUNTY OF OAKLAND

STATE OF MICHIGAN

RESOLUTION 2023-052

A RESOLUTION TO OBLIGATE THE VILLAGE OF LAKE ORION CORONAVIRUS LOCAL FISCAL RECOVERY FUNDS PURSUANT TO THE STATE OF MICHIGAN CVTRS FY 2024 PROGRAM REQUIREMENTS.

WHEREAS, the Village of Lake Orion received a total of \$335,128 in grant funding as a Non-Entitlement Unit (NEU) under the American Rescue Plan Act of 2021, Public Law 117-2, Coronavirus Local Fiscal Recovery Fund (CLFRF), the receipts of which were posted to the Village's Water and Sewer Fund; and

WHEREAS, under the State of Michigan City, Village, and Township Revenue Sharing (CVTRS) Program, municipalities who received such funds must fully obligate those funds for a specific purpose by December 31, 2023, in order to receive a CVTRS-CLFRF payment equal to 1% of their eligible FY 2023 ongoing CTRS payment amount; and

WHEREAS, the Village of Lake Orion desires to be eligible for such CVTRS-CLFRF payment;

NOW, THEREFORE, BE IT RESOLVED that the Lake Orion Village Council does hereby fully obligate its CLFRF funds in the total amount of \$335,128 by appropriating the same to the Village's 2024 Sanitary Sewer Pump Stations Improvement Project; and

BE IT FURTHER RESOLVED that the Lake Orion Village Council does hereby authorize the Village Manager and Finance Director/Treasurer to execute all necessary documents to effectuate the same on behalf of the village.



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: November 13, 2023

TOPIC: Meeting Essentials Ultimate Agenda and Minutes Management System - CivicPlus

BACKGROUND BRIEF:

Administration is requesting that village council approve migrating from the Granicus IQM2/MinuteTrac agenda and minutes management system and authorize a contract with CivicPlus of Manhattan, Kansas, to provide those services.

Administration has found the IQM2/MinuteTrac system to be increasingly difficult to use and manage, inefficient in workflows, unreliable in operation, and requires duplication of effort in data entry for use with the village's new web site. The current also requires client software to be installed on each computer in order to use the system. This outdated system is not worth the money we are paying to subscribe to, and maintain, it. In addition, Granicus just announced in late October that they will be discontinuing the IQM2/MinuteTrac system and support within the next couple years. The village would need to migrate to Granicus' PEAK system to remain with the current vendor.

Conversely, the CivicPlus Meeting Essentials Ultimate package is completely web based, integrates with our new web site to eliminate duplication of effort and data entry, is much more user intuitive and friendly, operates more efficiently, and is less than half the cost of the current system. The new system could be built and operational within 12 weeks. Administration proposes to eliminate the current board/commission management module through Granicus and, instead, create a Microsoft Access database to track board and commission members.

Attached is the proposed contract for council's consideration.

SUMMARY OF PREVIOUS COUNCIL ACTION:

None

FINANCIAL IMPACT:

The current Granicus IQM2/MinuteTrac system costs the village \$8,280.00 annually for the

system subscription. While Granicus will honor the current subscription price for the new PEAK system, the company will charge the village \$5,000.00 for agenda data migration and \$2,250 for board/commission module migration. Total cost in the first year would be \$15,530.00, with second year cost of \$8,280.00 plus inflationary increase to be determined.

The proposed CivicPlus Meeting Essentials Ultimate system would cost \$3,210.00 annually for the system subscription in the first year plus \$1,500.00 in one-time cost to build the system for a total first year cost of \$4,710.00. The subscription price would adjust by 5% annually, with a second year cost of \$3,370.50. In addition, the village would realize considerable cost savings through productivity enhancements with the more efficient system.

RECOMMENDED MOTION:

To approve the migration from the Granicus IQM2/MinuteTrac agenda and minutes management system and to approve a contract with CivicPlus of Manhattan, Kansas, for the Meeting Essentials Ultimate agenda and minutes management system in the amount of \$4,710.00 in the first year, \$3,370.50 in the second year, and each subsequent year subscription to adjust by 5% as outlined in their proposal dated October 18, 2023; and to authorize the Village Manager to execute all necessary documents on behalf of the village relating to this contract award.

ATTACHMENTS:

Proposal for CivicPlus Meeting Essentials Agenda and Minutes Management System 2023

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:**Date:****Expires On:**

Statement of Work

Q-55014-1

10/18/2023 4:37 PM

12/17/2023

Client:

LAKE ORION, MICHIGAN

Bill To:

LAKE ORION, MICHIGAN

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Gregg Huggins	(850) 518-2797	ghuggins@civicplus.com		Net 30

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE
1.00	Agenda & Meeting Management Essential Ultimate Annual	Agenda & Meeting Management Essential Ultimate Annual	Renewable
1.00	Municode Meetings Ultimate – One-Time Build Cost	Up to 5 Boards, Up to 8 Hours of Virtual Training	One-time
1.00	Municode Meetings Additional Meetings Bodies	Municode Meetings Additional Meetings Bodies	Renewable

List Price - Year 1 Total	USD 5,430.00
Total Investment - Initial Term	USD 4,710.00
Annual Recurring Services - Year 2	USD 3,370.50

Initial Term & Renewal Date	12 Months
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Renewal Invoice Schedule	Annually on date of signing
Annual Uplift	5% starting in Year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal->

[stuff](#) (collectively, the "Binding Terms"), By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Acceptance

The undersigned has read and agrees to the following Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By:

By:

Name:

Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)



Meeting and Agenda Management Solutions

Quote for Lake Orion, Michigan

Gregg Huggins

PO Box 2235 Tallahassee, FL 32316

PH: 850-518-2797

Email: ghuggins@civicplus.com



Letter of Interest

October 20, 2023

Dear Lake Orion Selection Team:

Saving time, effort, and delivering access to public meeting information is essential to running an efficient and transparent municipality and fostering resident trust. With the growing need for contactless government interactions, creating positive resident experiences that are frictionless, personalized, and singular can be a challenge without integrated technology that works as hard as you do. As your partner, CivicPlus®, LLC. (CivicPlus) and our agenda management solution can help.

Our CivicPlus agenda and meeting management solution offers a robust, flexible, and easy-to-use suite of cloud-based tools built specifically for local governments like Lake Orion that will help you completely transform your agenda.

By partnering with CivicPlus, you will:

- Municode Meetings is the first 100% cloud-based agenda management system on the market. Everything runs from your browser, allowing you to get running quickly and eliminating any burden on your IT staff.
- Submitting items in your agenda system shouldn't be more complicated than the process you had before...it should be easier. Municode Meetings is so easy to use, practically any user can be taught how to submit items in a matter of minutes.

In addition, if you choose to integrate our agenda and meeting management solution with a CivicPlus website and Municode Codification, you will realize even greater efficiency. Mark ordinance agenda items as approved and automatically schedule them for supplementation and publishing to your online code of ordinances and your website calendar. These integrations can include unified search and cross-links across each platform.

For decades, we have worked with cities, towns, villages, counties, and other local government agencies. As a result of our continued collaboration with customers, we have designed a simple meeting and agenda management solution that is robust enough to satisfy the needs of our largest municipalities.

We thank you for your review of this proposal and look forward to working together to create positive civic experiences in Lake Orion.

Sincerely,

Bob Geiger, CivicPlus Vice President, Sales



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Company Profile

Powering and Empowering Local Governments

We empower municipal leaders to transform interactions between residents and government into consistently positive experiences that elevate resident satisfaction, increase revenue, and streamline operations. We are proud to have earned the trust of our over 7,300 local government customers and their 100,000+ administrative users.

In addition, 340 million citizens in North America are connected with their local government via our solutions and services.

Knowing that our tools help so many individuals find local information, apply for jobs, stay informed during times of disaster, request civic services, and be active in their communities pushes us to continually evolve our solutions as the needs of local governments evolve.



70

years of gov experience



7,300+

Local government clients



340

Million citizens connected with their local government

Local government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services; however, they struggle with budget cutbacks and technology constraints. CivicPlus enables civic leaders to solve these problems, making consistently positive interactions between residents and government possible.

What sets us apart is our Civic Experience Platform. With it, municipalities increase revenue and operate more efficiently while fostering trust among Customers.



Feature	Ultimate
Native Microsoft Word™ based agenda solution Ease-of-use with minimal use of HTML fields	✓
Create agendas (HTML and PDF versions)	✓
Integration with Meetings Hub, Website, and Codification Services Optional Meetings webpage with meetings, calendar, search integration	✓
Unlimited meetings	✓
Unlimited users	✓
Create meetings	✓
Create agenda packets	✓
Automatically publish to the website Optional meetings webpage with meetings, calendar, search, agenda, agenda packet, minutes	✓
Attach agenda item files with no limit on number or file size Files over 40MB will not be restricted, but will not be indexed for search terms	✓
Submit/add agenda items	✓
Public In-Meeting Display Presentation screen to display current agenda item and voting results	✓
Roll Call	✓
Self-service video timestamping of agenda items to meeting videos	✓
Predefined User Roles and Permissions	✓



Feature	Ultimate
Minutes Support Includes clerk-controlled voting	✓
Minutes Support Includes electronic legislator voting	✓
One-step tracking for agenda items Approved Not Approved	✓
Ability to submit item for review Approve agenda items between five people	✓
Multiple Meeting Bodies i.e. Council = 1 Meeting Body Council + Planning Commission = 2 Meetings Bodies	Up to 5
Meeting agenda and minutes templates Choose from a list of fonts, headers, sections, and styles	Create 2
Custom staff report with bookmarking for automation	✓
60-minute training sessions	8
Telephone support 7 a.m. – 7 p.m. CT	✓
Email support with 4-hour response time during working hours	✓
Product Support Help Center Online Tutorials and More	✓



Options		Ultimate
Meetings Hub Public-facing; advanced search capabilities		\$1,100 / year
Email Subscriptions Requires Meetings Hub – Includes 1 automated newsletter and ability to easily notify subscribers of Agenda publication		\$660 / Year
Auto-Import Historical Meeting Files Requires Meetings Hub, includes agendas, minutes, and search indexing of files provided in OCR format		\$1,500 one-time
Additional Meetings Bodies		\$330 per meeting body / year
Custom Meeting Agenda and Minutes Templates and Sections I.E. Custom font, custom kerning, etc. within system limits.		\$1,000 one-time / template
Customized Agenda Item Approval Workflows		\$550 per workflow / year
Custom User Roles and Permissions – Including Departments		\$1,000 one-time
Video Timestamping		Up to 36 meetings \$2,772 / year
Post-Launch, Additional Training Virtual, up to 2 Hours		\$400 one-time Initial, Pre-Launch Training Included in Base Package



Project Timeline and Approach





Phase 1 – Introduction and Initial Configuration

Customer Responsibility	CivicPlus Responsibility
<ul style="list-style-type: none"> Before introduction call: <ul style="list-style-type: none"> Complete the design survey Provide Word versions of your agendas and item reports During introduction call: <ul style="list-style-type: none"> Confirm agenda template design Confirm agenda content (e.g., sections, items) Confirm workflow option 	<ul style="list-style-type: none"> Schedule introduction call Conduct introduction call: <ul style="list-style-type: none"> Confirm design selections Present draft agenda based on design Schedule Kickoff Call Configure System

Phase 2 – Initial Review

Customer Responsibility	CivicPlus Responsibility
<ul style="list-style-type: none"> Kickoff Call <ul style="list-style-type: none"> Review templates Approve site configuration 	<ul style="list-style-type: none"> Complete site configuration Provide training materials and login info for primary users Schedule training sessions



Phase 3 – Training and Final Configuration and Review

Customer Responsibility	CivicPlus Responsibility
<ul style="list-style-type: none"> Attend training sessions at agreed-upon times Complete all assigned tasks (e.g., practice packets, adding users, watching training videos) 	<ul style="list-style-type: none"> Lead training sessions (number of sessions dependent on solution tier) Configure publishing option

Phase 4 – Additional Services as Needed

Customer Responsibility	CivicPlus Responsibility
<ul style="list-style-type: none"> Supply any supporting documents or communication for additional contracted work 	<ul style="list-style-type: none"> Complete any custom/additional contracted work

Hosting and Support

24x7 Emergency Support

We will be available from Monday to Friday, 7 a.m. to 7 p.m. CT via email and phone to handle routine questions from staff. In addition, we will provide you with contact numbers to reach us for after-hours emergency issues.

System Monitoring and Recovery

Our auto-monitoring software continually monitors performance and instantly alerts us when problems occur. We act as soon as possible and no later than two hours after detecting an issue.



Award-Winning

CivicPlus' customer service team has been honored with two Silver Stevie® Awards and four Bronze Stevie® Awards, which are the world's top honors for customer service, sales professionals, and more.



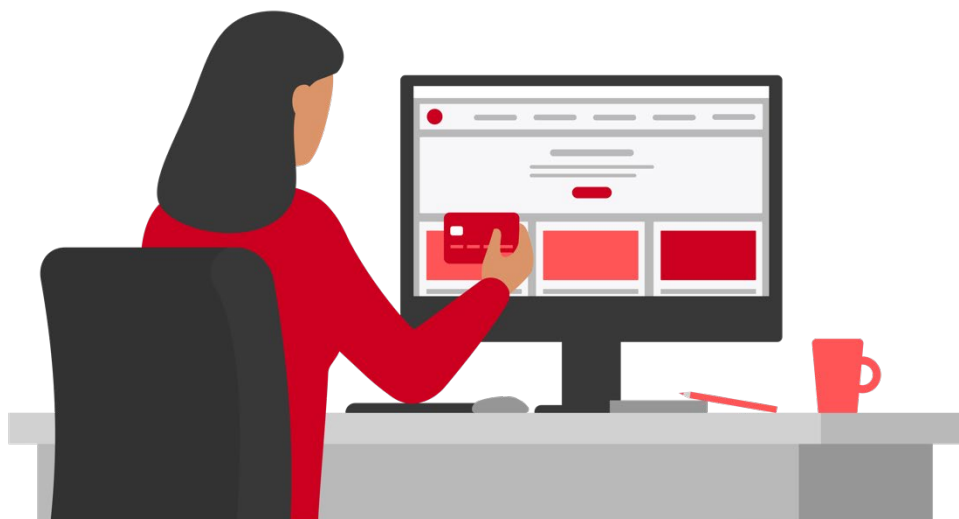
2021 Support Metrics

- Total Tickets – 103,759
 - Average Chat Response – 3.48 Minutes
 - Average Phone Response – 7:57 Minutes
 - Customer Satisfaction Score – 95.7%
 - Solved in One Touch – 71.2%
-



Project Costs

One-Time Build Fee	<p>Ultimate Agenda Management</p> <p>\$1,500 One-Time</p>
Subscription	<div> <div>★</div> <div> <p>20% Discount on annual fees</p> <p>If a CivicPlus Customer for Website <u>AND</u> Codification</p> </div> </div> <div> <div><input type="checkbox"/></div> <div> <p>10% Discount on annual fees</p> <p>If a Civic Plus Customer for Website <u>OR</u> Codification</p> </div> </div> <div> <div><input type="checkbox"/></div> <div> <p>\$3,600/year</p> <div> <div>★</div> <div> <p>\$2,880/year</p> <p>Standalone</p> </div> </div> </div> </div>





Add-Ons

Optional Add-Ons to Premium or Ultimate Agenda Package

- ☐ **Additional Meetings Bodies | \$330 per meeting / year**
Premium includes two
Ultimate includes up to five
Requested Number of Additional Meetings Bodies _____
- ☐ **Custom Agenda or Minutes Templates | \$1,000 one-time / template**
Number of Custom Meetings Templates _____
- ☐ **Customized Agenda Item Approval Workflows | \$550 per workflow / year**
Number of Custom Workflows _____
- ☐ **Custom User Roles & Permissions | \$1,000 one-time**
- ☐ **Video Time-Stamping Service | \$2,772 / year up to 36 Meetings**
- ☐ **Email Subscriptions | \$660 / year**
Requires Meetings Hub or website Purchase
- ☐ **Auto-Import Historical Meeting Files | \$1,500 one-time**
Agendas, minutes, and search indexing of OCR Files
Up to 7500 files per import
Requires Meetings Hub or website purchase
- ☐ **Post-launch, Additional Training - | \$400 One Time / Virtual, up to 2 hours**
Initial, Pre-Launch Training Included in Base Package



Your Integrated Product Discount

We will apply the appropriate discount to your future purchases of a **1)** Drupal website, **2)** our integrated agenda and meeting management solution, and **3)** Municode codification.

- **Meetings Management:** See previous page.
- **Drupal Website:** 10% (double bundle) and 20% (triple bundle) discounts apply to annual fees.
- **Codification:** 10% (double bundle) and 20% (triple bundle) discounts apply to annual fees for Self-Publishing Software **or** On-line Code Hosting Platform (MunicodeNEXT and Premium Features).

The Civic Experience Platform from CivicPlus

CivicPlus is the only government technology company exclusively committed to powering and empowering local governments to efficiently operate, serve, and govern through the use of our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams.





Payment Schedule & Product Details Selection

Upon signing of contract	100% of Year-1 costs
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Notes

- Upon receipt of your selections associated with this document, with special attention to the **project costs page** and the **add-ons page**, we will then create a formal summarized statement of work that delineates each item you have select for your final signature by a signing authority.
 - Annual Recurring Services shall be invoiced on the start date of each Renewal Term. Annual Recurring Services, including but not limited to hosting, support and maintenance services, shall be subject to a 5% annual increase beginning in year 2 of service. Client will pay all invoices within 30 days of the date of such invoice.
 - If any of the payment schedule and terms noted above do not meet your needs, please discuss with us so that we can try to accommodate your goals.
 - This document is marketing material and does not form a legal agreement with CivicPlus. This document shall not be incorporated into, nor form part of, the final agreement. Final pricing may be subject to change based on the actual line items agreed upon between the parties.
- ☐ We have made our selections by checking the desired boxes on the project cost and add-ons page and would like a formal statement of work for our final signature for this product. *(These selections, and our initials below, do not constitute a contract or intent to buy, but provide the information needed create the formal purchase document for final signature.)*

Initials _____

See Next Page

- Let us know if you would like more information regarding any of the following:

<input type="checkbox"/> Website Design	<input type="checkbox"/> Public Works
<input type="checkbox"/> Codification	<input type="checkbox"/> Talent Management
<input type="checkbox"/> Emergency and Routine Communications	<input type="checkbox"/> Fire and Life Safety Inspections
<input type="checkbox"/> Parks, Facilities and Recreation Management	<input type="checkbox"/> Planning, Permitting, Code Enforcement
<input type="checkbox"/> 311 and Citizens Relationship Management	



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: November 13, 2023

TOPIC: Purchase Request-Dump/Plow Truck

BACKGROUND BRIEF: Wes Sanchez, Director of Public Works Director, is proposing to procure a 3-yard dump truck through the State of Michigan MDeal bid program, MiDeal #4WDM-0111, Contract # 071B1300005, offered by Gorno Ford. The total cost of the truck is \$94,352.00. Since this purchase exceeds \$50,000, council must approve the purchase in accordance with the village's purchasing ordinance.

The acquisition of this 3-yard dump truck is vital for our community as it will significantly enhance our capacity to manage waste and maintain our infrastructure efficiently. With the increased reliability and efficiency provided by this new truck, we can better serve the needs of our residents and uphold the high standards of service that our village is known for.

SUMMARY OF PREVIOUS COUNCIL ACTION:

None

FINANCIAL IMPACT:

The total cost of the dump truck and plow package is \$94,352.00. The FY 2023-24 budget includes appropriations in the Major Streets, Local Streets, and Cemetery Funds for this purchase.

RECOMMENDED MOTION: To utilize the State of Michigan MDeal competitive bids and approve the purchase of the F-350 Dump/Plow truck from Gorno Ford in the amount of \$94,352.00; and to authorize the Village Manager to execute all necessary documents related to this bid award.

ATTACHMENTS:

DUMP TRUCK-DPW

dump truck pdf

DATE: **11/5/23 (F-350 Dump/Plow) (OSS)**

TO: WESLEY SANCHEZ, VILLAGE OF LAKE ORION (Public Works)
248-693-8391 ext. 106 (DIRECT) (CELL) 248-760-9792 wsanchez@lakeorion.org

FROM: JIM AGNEY, GORNO FORD, GOVERNMENT & FLEET SALES
734-671-4033 (DIRECT) jagnev@gornoford.com

RE: Contract # 071B7700181

MiDEAL # 4WDM-0111 CONTRACT# 071B1300005

(1) 2023MY FORD F-350 C/C XL, 4x4, DRW, REG. CAB, 145WB, 60"CA, 7.3L GAS V-8, 10 spd.A/TwO/D, OXFORD WHITE/SLATE VINYL, A/C, AM/FMw/CLOCK, ESOF, LT245/75XRE17E-AT, 4.30 LTD.SLIP AXLE, 14,00# GVWR, SKID PLATES, SNOW PLOW PREP PKG., TILT/CRUISE, FRNT. TOW HOOKS, RUNNING BOARDS, PWR. WINDOWS/LOCKS/Htd. MIRRORS, REAR VIEW CAMERA, DISC BRKS.w/ABS, AIR BAGS, SAFETY ROOF MARKER LIGHTS, TRAILER TOW PKG., 120v/400w OUTLET, ELEC. BRK. CNTRLR., REVERSE SAFETY BEEPER, UPFITTER SWITCHES, PTO, DUAL BATT., H.D. 410amp ALT.,

TRUCK CRAFT H.D. 9.5 ft. ALUMINUM 3-4 YD. DUMP BODYw/ ¼" CAB SHIELD/VIEWING WINDOW, DROP DOWN SIDES, TAILGATE FOLD DOWN, 18.5" DBL. ACTING -TAILGATE, DIRECT LIFT 10-TON FULL- LENGTH SUB-FRAME SCISSOR HOIST (NTEA CLASS 20),14 TON CAPACITYw/6" OVER HANG, 10ga. HIGH STRENGTH STEEL SIDES, TAILGATE & - FLOOR, 6" SIDE-BOARD POCKETS, PWR.-UP/PWR.-DOWN, 5.5" CYL. -BOREW/16" STROKE, 2" CHROME PISTON ROD, SAFETY BODY PROP, MUD FLAPS, DONOVAN MANUAL ROLLER TARPw/BLACK MESH TARP- COVER, ½ " STEEL HITCH PLATE w/WELDED BRACING TO FRAME, SAFETY D-RINGS, PINTLE HOOK, 7-WIRE ROUND PIN RV STYLE PLUGw/RUBBER SEAL BOOT + REAR AX. PWR., BODY-UP - WARNING LIGHT, REVERSE SAFETY BEEPER, MUNICIPAL SAFETY LIGHT PKG., WESTERN MVPS 8'6" STEEL V- BLADE PLOW-SYSTEMw/DEFLECTOR, BUYERS 2YD. POLY/ELEC SPREADERw/STAINLESS STEEL AUGER

F.O.B. DELIVERED TO LAKE ORION, MI Aluminum \$94,352.00
(MSRP = \$103,497.00)

Above quoted unit is currently in stock for an (OSS) out of stock sale and is available on a "first come – first serve" basis and can be delivered in approximately 90-120 days.

Due to current computer chip shortage and various other supply chain issues, Ford Motor Company has put Government Fleet Sales on "allocation", therefor, Ford Pro Fleet Department will have sole discretion regarding final approval of order confirmation based on customer order history!

Please review, sign and e-mail back or e-mail Purchase Order to Jim Agney.

Customer Signature: _____

Thank you,

Jim Agney

This quotation is confidential and privileged and is intended solely for the use of Gorno Ford and Village of Lake Orion. This quotation is compiled in association with the MiDEAL Contract and intended for use by MiDEAL Members and State of Michigan government agencies stated above. Information/specifications in this quotation have been established by and are intended only for use by the stated parties. This document is not to be disclosed, distributed, used/re-used as a basis for specifications subsequent bids or request(s) for quotation(s) to any other party or bidders other than the intended parties and/or their authorized personnel.

Attachment: DUMP TRUCK-DPW (6386 : Purchase Request-Dump/Plow Truck)



Mr. Darwin McClary

Village Manager

Village of Lake Orion

Dear Mr. McClary,

I hope this letter finds you well. I am writing to formally request the purchase of a new 3-yard dump truck for the Public Works Department for the Village of Lake Orion. After thorough research and evaluation, we have identified a suitable option that aligns with our needs and budgetary considerations.

We propose procuring a 3-yard dump truck through a MIDEAL purchase contract with the contract number 071b7700181, offered by Gorno Ford. The total cost of the truck is \$94,352.00.

I am pleased to inform you that we have diligently planned for this purchase and have allocated a budget of \$80,000 for this acquisition in the current fiscal year. Additionally, I have worked in close collaboration with our Finance Director to identify and reallocate the remaining \$14,352.00 required to cover the full cost of the new dump truck from other accounts within our budget. This will ensure that the purchase remains within our financial capabilities without straining our resources or disrupting other essential services provided by the village. \$6852.00 is the price to equip this truck with an aluminum Dump bed to protect against rust. The other \$7500.00 is for a salt spreader that was not part of the Municipal Package.

The acquisition of this 3-yard dump truck is vital for our community as it will significantly enhance our capacity to manage waste and maintain our infrastructure efficiently. With the increased reliability and efficiency provided by this new truck, we can better serve the needs of our residents and uphold the high standards of service that our village is known for.

We have considered other available options, and we firmly believe that the Gorno Ford contract is the most cost-effective solution that meets our requirements. Therefore, we kindly request your approval to proceed with the purchase.

Attachment: dump truck pdf (6386 : Purchase Request-Dump/Plow Truck)



We understand the importance of fiscal responsibility and assure you that this expenditure is well within the established budget. Your support in acquiring this new dump truck will have a direct positive impact on the community we serve. We are committed to ensuring that this investment results in enhanced service delivery and a more efficient operation.

Please let us know if you require any additional information or documentation to facilitate this decision. We are more than willing to provide any supplementary details or address any concerns you may have regarding this purchase.

Thank you for your time and consideration. We eagerly await your response and look forward to your support in acquiring this new 3-yard dump truck for the betterment of [Your Village's Name].

Sincerely,

Wesley Sanchez

Director of Public Works

Village of Lake Orion

Attachment: dump truck pdf (6386 : Purchase Request-Dump/Plow Truck)



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: November 13, 2023

TOPIC: Approval of POAM Contract Memorandum of Understanding - Starting Pay for New Hires

BACKGROUND BRIEF:

Administration is requesting that Village Council approve a Memorandum of Understanding connected with the 2023-2026 POAM collective bargaining agreement that permits the village to hire new employees within the POAM bargaining unit at starting wages commensurate with their previous law enforcement experience. Previously, the POAM contract required the village to hire all new employees at the starting wage, regardless of prior years of law enforcement service. This MOU will assist the village in attracting qualified candidates for bargaining unit positions.

SUMMARY OF PREVIOUS COUNCIL ACTION:

None

FINANCIAL IMPACT:

If approved, the MOU would permit the village to hire new employees at a starting wage above the entry level wage based on years of prior law enforcement service. This could result in increased initial personnel costs for new hires.

RECOMMENDED MOTION:

To approve the POAM 2023-2026 Collective Bargaining Agreement Memorandum of Understanding permitting the village to hire new employees within the POAM bargaining unit above the starting wage based on prior years of experience in the law enforcement field; and to authorize the Village Manager and Village Clerk to execute the Memorandum of Understanding on behalf of the village.

ATTACHMENTS:

MOU - Starting Pay for New Hires with Prior Experience - POAM

**MEMORANDUM OF UNDERSTANDING AND
AGREEMENT**

Between

Village of Lake Orion

-and-

POLICE OFFICERS ASSOCIATION OF MICHIGAN

This memorandum of Understanding and Agreement is made by and between the parties, VILLAGE OF LAKE ORION (hereinafter referred to as the "Village") and the POLICE OFFICERS ASSOCIATION OF MICHIGAN VILLAGE OF LAKE ORION POA (hereinafter referred to as the "Union"). The parties understand and agree as follows:

The Village may in its sole discretion, based on but not limited to, experience, education or training, start new hire employees at any step in the wage scale. The process will be to start the new hire on a step below the step that reflects their experience level. This will only apply to new hires with previous experience, education or training with another law enforcement department.

This Memorandum of Understanding and Agreement is understood and agreed to by and between the parties on the date and year written below.

FOR THE VILLAGE:

FOR THE UNION:

BY: _____
Darwin D. P. McClary, Village Manager

BY: _____
Business Agent

DATED: _____

DATED: _____

BY: _____
Susan Galeczka, Village Clerk

BY: _____

DATED: _____

DATED: _____

BY: _____

DATED: _____



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: November 13, 2023

TOPIC: Appointments to Village of Lake Orion Board of Ethics

BACKGROUND BRIEF:

Administration is requesting that Village Council proceed to appoint three (3) members to the newly created Board of Ethics pursuant to Section 30.66 of the Ethics Ordinance adopted by council on October 9, 2023. The ordinance took effect immediately after adoption and publication.

Section 30.66 of the Ethics Ordinances states, in part:

§ 30.66. Violation, enforcement and Advisory Opinions.

(a) Board of Ethics.

(1) The Village Council, by super majority of those serving as councilmembers shall appoint

a Board of Ethics, consisting of three members, as an advisory body for the purpose of interpreting this Code of Ethics. No council member or employee shall be appointed.

(2) The initial three members of the Board of Ethics shall be appointed for one-, two-, and three-year terms of office respectively, which shall begin on ___, 2023. If appointed prior to July 1st, they shall begin their terms of office immediately and their terms shall include the additional time prior to July 1st. Terms of office shall expire on June 30th of the respective years.

Thereafter, all members shall be appointed to three-year terms, beginning July 1, so that only one member's term expires each year. A member shall hold office until his or her successor is appointed. The Village Council shall fill a vacancy by an appointment

for the unexpired term only.

(3) The Village Council may also appoint not more than two alternate members for the same term as regular members of the Ethics Board. The alternate member may be called on a rotating basis to sit as a regular member of the Ethics Board in the absence of a regular member. An alternate member may also be called to service in the place of a regular member for the purpose of reaching a decision on a case in which the regular member has abstained for reasons of conflict of interest. The alternate member having been appointed shall serve in the case until a final decision has been made. The alternate member shall have the same voting rights as a regular member of the Ethics Board.

(4) The Board of Ethics shall be made up of three (3) persons who may or may not be residents of The Village who have legal, administrative or other desirable qualifications.

a. The members of the Board of Ethics shall serve without compensation, and shall not be elected officials, appointee, persons appointed to elective office, full-time appointed officials, appointee or Village employees, nor shall they be currently serving on any other Village board or council.

b. The board shall select its own presiding officer from among its members.

c. The board shall establish such procedures it deems necessary or appropriate to perform its functions as set forth in this article.

SUMMARY OF PREVIOUS COUNCIL ACTION:

None

FINANCIAL IMPACT:

None

RECOMMENDED MOTION:

To appoint _____ to the Village of Lake Orion Board of Ethics for a term of office effective December 1, 2023, and expiring on June 30, 2024.

To appoint _____ to the Village of Lake Orion Board of Ethics for a term of office effective December 1, 2023, and expiring on June 30, 2025.

To appoint _____ to the Village of Lake Orion Board of Ethics for a term of office effective December 1, 2023, and expiring on June 30, 2026.