



AGENDA

REGULAR MEETING OF THE LAKE ORION VILLAGE COUNCIL

Monday, February 26, 2024

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. Receive and File Correspondence from George Dandalides Dated February 11, 2024
2. Approval of Village Council Regular Meeting Minutes of February 12, 2024
3. Approval of Village Council Special Meeting Minutes of February 12, 2024
4. DDA Board Regular Meeting Minutes - January 16, 2024
5. DDA Board Special Meeting Minutes - January 23, 2024
6. DDA Board Special Meeting Minutes - January 30, 2024
7. DDA Board Special Meeting Minutes - February 6, 2024
8. Director's Report

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 - February 26, 2024

B. Other Items

1. Extension of Intergovernmental Law Enforcement Services Contract with Orion Township
2. Approval to Send Police Recruits to Police Academy
3. Adoption of FY 2023-24 Municipal Fee Schedule

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: February 26, 2024

TOPIC: Receive and File Correspondence from George Dandalides Dated February 11, 2024

BACKGROUND BRIEF:

Pursuant to Village Council rules of procedure, Council is being requested to receive and file the correspondence from George Dandalides dated February 11, 2024, regarding hard copy planning commission meeting packets and planning commission compensation.

SUMMARY OF PREVIOUS COUNCIL ACTION:

None

FINANCIAL IMPACT:

None

RECOMMENDED MOTION:

To receive and file the correspondence from George Dandalides dated February 11, 2024, regarding hard copy planning commission meeting packets and planning commission compensation.

ATTACHMENTS:

Correspondence from George Dandalides re Hard Copy Planning Commission Packets & Planning Commission Compensation

Date: February 11, 2024

To: Lake Orion Village Council Members

From: George Dandalides, Vice Chairman, Lake Orion Planning Commission

**Subject: Request from Planning Commission to Provide Hard Copy Meeting Packets (agenda 6.1)
Request from Planning Commission to Eliminate Commission Compensation (agenda 9.B.2)**

I wanted to provide you with my thoughts on these two agenda items since I was the one at Monday's Commission meeting that both initiated the discussion and made the motions to bring forward to Council. I also wanted to provide my input by email since I will be unable to attend tomorrow's Council meeting and support live.

Request from Planning Commission to Provide Hard Copy Meeting Packets (agenda 6.1) – Mid-way into the 2023 calendar year, the decision was made to stop providing the Planning Commissioners with hard copies of upcoming meeting packets in favor of utilizing the pdf version available on-line. The rationale was to save the cost of providing printed copies. Although I believe this made sense on the surface, I have found it to be very difficult to review the material in detail and be prepared for the required discussion at the meetings. The material up for review in planning commission always includes site plans with both letter size documents and "C" size architectural and site drawings. The material also includes multiple levels of documentation from both the Village Planner and Village Engineer. Reviewing this level of detail in preparation for our meetings requires bouncing back and forth between the drawings and the multiple written documents, requiring multiple screen zoom "in and out" of the different size documents on the screen. It is also virtually impossible to highlight key details and make notes. Printed copies enabled the detailed review and preparation required for our meetings.

Request from Planning Commission to Eliminate Commission Compensation (agenda 9.B.2) – When I volunteered to serve on the Planning Commission, I did so because I wanted to provide my time and energy for the benefit of the village. I expected nor wanted any compensation and signed a form with the Village Clerk requesting any compensation be retained by the village. Late last year, I received a check from the village, followed by a W-2 statement for compensation for meeting attendance in 2023. My request is to allow me to serve on the commission on a voluntary basis.

I brought both topics up in last week's commission meeting for discussion and found much support from the other commissioners present. As a result of the discussion, I made motions to take both forward to Council, which were supported unanimously by vote.

Thanks in advance for your consideration.

George Dandalides

Vice Chairman, Lake Orion Village Planning Commission



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: February 26, 2024

TOPIC: Approval of Village Council Regular Meeting Minutes of February 12, 2024

BACKGROUND BRIEF:

RECOMMENDED MOTION: To approve the February 12, 2024 regular meeting minutes as presented.

ATTACHMENTS:

2024.02.12 regular meeting minutes draft



MINUTES

REGULAR MEETING OF THE LAKE ORION VILLAGE COUNCIL

Monday, February 12, 2024

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, February 12, 2024 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	Excused	
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/Clerk, Sonja Stout
- DPW Director, Wes Sanchez

Motion to: excuse Council Member Carl Cyrowski from the regular Village Council Meeting on February 12, 2024.

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

4. Presentations

5. Call to the Public

Let the record show no public comments were received.

6. Consent Agenda

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

Request to approve the consent agenda with removal of agenda item #1, Request from Planning Commission to provide hard copy meeting packets and agenda item #4, budget amendments for a separate discussion.

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

1. Request from Planning Commission to Provide Hard Copy Meeting Packets

RESOLVED: Pulled for further discussion.

2. PUD Agreement - West Village PUD at 55 W. Elizabeth

RESOLVED: To approve the agreement between the Village of Lake Orion and West Village 55, LLC, for the proposed Planned Unit Development located at 55 W. Elizabeth, conditioned upon the developer providing proof of ownership or control of all land proposed for the development and further conditioned upon the developer remitting a performance guarantee for the cost of infrastructure not to exceed the amount listed in Oakland county permits.

3. Children's Easter Egg Hunt 2024 Resolution # 2024-008

RESOLVED: To approve the Special Event Permit Application from the Sons of the American Legion received, January 02, 2024 for the annual Easter Egg Hunt to be held on Saturday, March 30, 2024 from 10:00 a.m. to 11:30 a.m., with the condition that

there shall be no parking in the fire station parking lot or along Anderson Street by event patrons during the event.

4. Budget Amendment

RESOLVED: Pulled for further discussion.

5. Receive and File Correspondence from Michigan Downtown Association Dated January 23, 2024

RESOLVED: To receive and file the communication from the Michigan Downtown Association dated January 23, 2024, regarding the Lake Orion Downtown Development Authority's recent recognition as the 2023 MDA Best Educational & Promotional Campaign Award recipient.

6. Approval of Village Council Special Meeting Minutes of January 22, 2024

RESOLVED: To approve the Monday, January 22, 2024 Special meeting minutes as presented.

7. Approval of Village Council Regular Meeting Minutes of January 22, 2024

RESOLVED: To approve the Monday, January 22, 2024 regular meeting minutes as presented.

8. Receive and File January 2024 Police Department Activity Report

RESOLVED: To receive and file the January 2024 Police Department Activity Report.

9. Planning Commission 2023 Annual Report & Work Plan

RESOLVED: To receive and file the 2023 Annual Report of the Planning Commission Activities and the 2023 Work Plan.

Removed from Consent for separate discussion.

10. Request from Planning Commission to Provide Hard Copy Meeting Packets

Packet documents would still be electronic and sent out the Thursday prior to Planning Commission meetings; site plans will be available in the administration office and ready for pickup the week before the Planning Commission meetings.

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

RESOLVED: To authorize administration to provide hard copy meeting packets for the Planning Commission for those meetings in which packets contain site plans or other documents requiring the Planning Commission to have the ability to view fine details including requesting appropriate number of plan sets from developers for distribution.

11. Budget Amendment

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

RESOLVED: To approve the budget amendment requests for various funds in the amount of \$57,444 .

7. Approval of Agenda

Motion to: approve the Monday February 12, 2024 Village Council meeting agenda.

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

8. Public Hearings

9. Agenda Items for Consideration

A. Financial Matters

1. Financial Statements - January 2024

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

RESOLVED: To receive and file the financial reports for January 2024.

2. Invoice Approval - February 12, 2024

RESULT:	ADOPTED [5 TO 1]
MOVER:	Kenneth VanPortfliet, Council Member
SECONDER:	Teresa L Rutt, President Pro Tem
AYES:	Narsh, Rutt, Ford, Moshier, VanPortfliet
NAYS:	Michael Lamb
EXCUSED:	Carl Cyrowski

RESOLVED: To approve February 12, 2024 bills in the amount of \$185,004.01 of which \$18,294.64 are DDA Bills for a net total of \$166,709.37 are approved for payment; and to receive and file the DDA bills.

B. Other Items

1. Appointment of Acting Village Manager During Manager's Temporary Absence

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

RESOLVED: To approve, pursuant to Section 3.7 of the Village Charter, the Village Manager's designation of Public Works Director Wesley Sanchez as Acting Village Manager during the Village Manager's temporary absence from the village due to vacation for the period of Saturday, February 17, 2024, at 12:01 AM to Saturday, February 24, 2024, at 11:59 PM and to approve an increase in hourly pay of \$11.2105 for 40 hours for the Acting Village Manager during such period.

2. Request from Planning Commission to Eliminate Commission Compensation

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

RESOLVED: To adopt the following resolution determining that Planning Commission members shall serve without compensation:

VILLAGE OF LAKE ORION

COUNTY OF OAKLAND

STATE OF MICHIGAN

VILLAGE COUNCIL RESOLUTION NO. 2024-014

A RESOLUTION SETTING THE COMPENSATION OF MEMBERS OF THE VILLAGE OF LAKE ORION PLANNING COMMISSION

WHEREAS, Sec. 30.16(C) - PLANNING COMMISSION - MEMBERSHIP of the Village of Lake Orion Code of Ordinances states that Planning Commission members will serve as such with compensation as determined by the Village Council; and

WHEREAS, at its regular meeting held on February 5, 2024, the Planning Commission did vote to recommend to the Village Council that Planning Commission members serve without compensation; and

WHEREAS, the Village Council acknowledges, and expresses its deep appreciation for, the Planning Commission's selfless dedication and commitment to serving the Lake Orion community;

NOW, THEREFORE, BE IT RESOLVED that, in accordance with Section 30.16(C) of the Village of Lake Orion Code of Ordinances, the Lake Orion Village Council does hereby determine that members of the Village of Lake Orion Planning Commission shall serve without compensation effective March 1, 2024.

10. Call to the Public

Let the record show no public comments were received.

11. Council Comments

Council member Moshier stated she was confused with the agenda because it didn't follow what she had received electronically.

Council member Van Portfliet thanked everyone for the good work and all his questions were directed towards the Village Manager.

Pro tem Rutt had no council comments.

Council member Ford had no council comments.

Council member Lamb thanked the DPW for patching potholes on his street.

President Narsh thanked the Village Manager on team building and thanked Wes Sanchez for accepting Acting Manager while the Village Manager is away on vacation next week.

12. Village Manager Comments

Village Manager McClary thanked the council for their hard work. He provided updates on the following:

- Police Department staffing update which would include a recommendation to extend the county sheriff contract beyond early March.
- 2024 Dam Safety inspection is due this year and the administration has requested EGLE perform the inspection at no cost to the Village.
- Deputy Clerk/Treasurer recruitment update which includes interviews being completed later this week.
- Municode ordinance recodification project update is in the process of being reviewed by the Attorney and is still several months away from being completed.
- The Village is in the process of trying to set up a meeting with property owners of Park Avenue possible first week in March.
- Village property inventory and mapping project is moving forward.
- Civicplus agenda management system project is moving forward.
- FY 2024-2025 budget preparation is underway and being prepared by department heads.
- 44 East Flint Street parking lot development project has initiated discussions between the Village.
- Short term rental ordinance project has been put on hold.
- Village Manager will be away for vacation next week.
- Oakland County Treasurer office foreclosure prevention program has asked the Village Manager to read the letter to the public.

He also spoke about the upcoming important dates.

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, February 12, 2024
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Motion to: adjourn the Monday February 12, 2024 regular meeting of the Lake Orion Village Council.

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

The Monday February 12, 2024 regular meeting of the Lake Orion Village Council adjourned at 8:15 pm.

Jerry Narsh
President

Sonja Stout
Village Clerk

Date Approved: as presented February 26, 2024.

Attachment: 2024.02.12 regular meeting minutes draft (6580 : 2024-02-12 VC Reg Mtg Minutes - Draft)



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: February 26, 2024

TOPIC: Approval of Village Council Special Meeting Minutes of February 12, 2024

BACKGROUND BRIEF:

RECOMMENDED MOTION: To approve the February 12, 2024 Special meeting minutes as presented.

ATTACHMENTS:

2024.02.12 special meeting minutes draft pdf



MINUTES

SPECIAL MEETING OF THE LAKE ORION VILLAGE COUNCIL

Monday, February 12, 2024

6:30 PM

Council Conference Room

21 East Church Street

LAKE ORION, MI 48362

(248) 693-8391 ext. 102

I. Call to Order

The Monday, February 12, 2024 Special Meeting of the Lake Orion Village Council was called to order in the Council Conference Room located at 21 East Church Street, Lake Orion, MI 48362 by President Jerry Narsh at 6:30 PM followed by the Pledge of Allegiance.

II. 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	Excused	
Stan Ford	Village of Lake Orion	Council Member	Present	
Michael Lamb	Village of Lake Orion	Council Member	Late	6:33 PM
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/Clerk, Sonja Stout
- DPW Director, Wes Sanchez

- B. **Motion to:** excuse Council Member Carl Cyrowski from the February 12, 2024 Special Meeting.

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

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

The purpose of the Special Meeting is to review and discuss the proposed FY 2023-24 Village of Lake Orion Comprehensive Fee Schedule.

IV. Public Comment

Let the record show there was no public comment made.

V. Items for Consideration

1. Review and Discuss Village Comprehensive Fee Schedule

Council members and Village Manager McClary discussed various fees on the comprehensive fee schedule. No motion was made, but noted that the fee schedule would be presented on the next council meeting agenda for February 26, 2024.

VI. Adjournment

Motion to: adjourn the Monday, February 12, 2024 Special Meeting of the Lake Orion Village Council.

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

The Monday, February 12, 2024 Special Meeting of the Lake Orion Village Council adjourned at 7:27pm.

Village of Lake Orion Village Council Minutes
Special Meeting, Monday, February 12, 2024

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Jerry Narsh
President

Sonja Stout
Village Clerk

Date Approved: as presented February 26, 2024.

DRAFT

Attachment: 2024.02.12 special meeting minutes draft pdf (6579 : 2024-02-12 VC Special Mtg Minutes - Draft)



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: February 26, 2024

TOPIC: DDA Board Regular Meeting Minutes - January 16, 2024

RECOMMENDED MOTION: To approve the Downtown Development Authority Board Regular meeting minutes of Tuesday, January 16, 2024.

ATTACHMENT 2024-01-16 Approval of Minutes

ATTACHMENTS:

2024.01.16 revised



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, January 16, 2024

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, January 16, 2024 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	Board Member	Present	
Henry Lorant	Village of Lake Orion	Secretary	Excused	
Chris Barnett	Village of Lake Orion	Board Member	Excused	
Alaina Campbell	Village of Lake Orion	Board Member	Present	
Lloyd Coe	Village of Lake Orion	Board Member	Excused	
Sally Medina	Village of Lake Orion	Board Member	Excused	
Jerry Narsh	Village of Lake Orion	President	Present	

STAFF PRESENT:

- Janet Bloom, Interim DDA Director
- Sonja Stout, Village Finance Director/Treasurer/Clerk

III. Approval of Minutes

Attachment: 2024.01.16 revised (6599 : 2024-01-16 DDA Approval of Minutes)

Village of Lake Orion Downtown Development Authority Board of Directors Minutes

Regular Meeting, Tuesday, January 16, 2024

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1. DDA Board Regular Meeting Minutes -December 19, 2023

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Matt Shell, Board Member
SECONDER:	Jerry Narsh, President
AYES:	Burgess, Caruso, Shell, Campbell, Narsh
EXCUSED:	Henry Lorant, Chris Barnett, Lloyd Coe, Sally Medina

RESOLVED: To approve the Downtown Development Authority Board Regular meeting minutes of Tuesday, December 19, 2023.

IV. Presentation - MSOC Assessment Overview

Tim Colbeck, Senior Planner, MSOC, went over various checklist requirements for the MSOC assessment that is coming up for the Lake Orion DDA February 6th, 2024 assessment.

V. Call to the Public

Let the record show no public comments were received.

VI. Consent Agenda

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

Motion to: approve the Consent Agenda.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Matt Shell, Board Member
SECONDER:	Jerry Narsh, President
AYES:	Burgess, Caruso, Shell, Campbell, Narsh
EXCUSED:	Henry Lorant, Chris Barnett, Lloyd Coe, Sally Medina

1. Director's Report

RESOLVED: To receive and file the DDA Executive Director's Report for January 2024.

2. Committee Minutes & Workplan and Event Updates

RESOLVED: To receive and File the Committee Meeting Minutes & Event updates.

3. Financial Reports

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

VII. Approval of Agenda

Attachment: 2024.01.16 revised (6599 : 2024-01-16 DDA Approval of Minutes)

Village of Lake Orion Downtown Development Authority Board of Directors Minutes

Regular Meeting, Tuesday, January 16, 2024

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1. **Motion to:** add Agenda Item IX.7 MSOC Tech Visit and Agenda Item IX.8 Hazardous Materials Contract Approval to the Tuesday, January 16, 2024 DDA Regular Meeting Agenda.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Matt Shell, Board Member
SECONDER:	Jerry Narsh, President
AYES:	Burgess, Caruso, Shell, Campbell, Narsh
EXCUSED:	Henry Lorant, Chris Barnett, Lloyd Coe, Sally Medina

2. **Motion to:** approve the Tuesday, January 16, 2024 regular meeting Agenda as amended adding Agenda Item IX.7- MSOC Tech Visit and adding Agenda Item IX.8 Hazardous Materials Contract Approval.

RESULT:	APPROVED AS AMENDED [UNANIMOUS]
MOVER:	Matt Shell, Board Member
SECONDER:	Jerry Narsh, President
AYES:	Burgess, Caruso, Shell, Campbell, Narsh
EXCUSED:	Henry Lorant, Chris Barnett, Lloyd Coe, Sally Medina

VIII. Financial Matters

1. Bill Approval

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Matt Shell, Board Member
SECONDER:	Jerry Narsh, President
AYES:	Burgess, Caruso, Shell, Campbell, Narsh
EXCUSED:	Henry Lorant, Chris Barnett, Lloyd Coe, Sally Medina

RESOLVED: To approve disbursements in the amount of \$17,412.03 for December 2023.

2. Budget - 2024-2025

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Matt Shell, Board Member
SECONDER:	Jerry Narsh, President
AYES:	Burgess, Caruso, Shell, Campbell, Narsh
EXCUSED:	Henry Lorant, Chris Barnett, Lloyd Coe, Sally Medina

RESOLVED: To Review and File the fy 2024-2025 DDA Budget with comment.

IX. New and Old Business

Attachment: 2024.01.16 revised (6599 : 2024-01-16 DDA Approval of Minutes)

Village of Lake Orion Downtown Development Authority Board of Directors Minutes

Regular Meeting, Tuesday, January 16, 2024

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1. RFP Rebid Approval- Dumpsters

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

RESOLVED: To approve publication of the Dumpster RFQ rebid, and to appoint Board Member Shell, Vice Chairperson Caruso, and Chairperson Burgess to review and evaluate the proposals.

2. DDA Credit Card

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Matt Shell, Board Member
SECONDER:	Jerry Narsh, President
AYES:	Burgess, Caruso, Shell, Campbell, Narsh
EXCUSED:	Henry Lorant, Chris Barnett, Lloyd Coe, Sally Medina

RESOLVED: To cancel current DDA credit card.

Motion to: obtain a new credit card for DDA Administrator Coordinator, Diane Kochis, at a \$1000 credit limit.

RESOLVED: To obtain a new credit card for DDA Administrator Coordinator, Diane Kochis, at a \$1000 credit limit.

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

3. Parking Lease Agreement - 115 N. Broadway

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

RESOLVED: To approve the parking agreement for 115 N. Broadway for the use of eleven parking stalls on the south side of the lot in exchange for the maintenance of the

Attachment: 2024.01.16 revised (6599 : 2024-01-16 DDA Approval of Minutes)

Village of Lake Orion Downtown Development Authority Board of Directors Minutes

Regular Meeting, Tuesday, January 16, 2024

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lot with snow removal, weeding, mowing, and striping plus reimbursement of Tarr Properties taxes on the lot for five years, pending attorney review.

4. Budget Amendment - Lumberyard Property Tax

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Matt Shell, Board Member
SECONDER:	Jerry Narsh, President
AYES:	Burgess, Caruso, Shell, Campbell, Narsh
EXCUSED:	Henry Lorant, Chris Barnett, Lloyd Coe, Sally Medina

RESOLVED: To increase 301-905-745-001 Property Taxes - Orion Twp. \$3,353.36 and; To reduce 301-901-950-000 Demolition & Land Improvement, and reflect it in the balance sheet.

5. Budget Amendment -Brand Marketing (Orion Living)

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

RESOLVED: To increase 248-728-888-000 Brand Marketing by \$731.12 and;

To reduce 248-729-880-001 Event Promo - Gazebo Series account by \$29.93 and;

To reduce 248-729-880-017 Movie Night by \$701.19, totaling \$731.12 to be reflected in the balance sheet.

6. Budget Amendment - Legal Services

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Matt Shell, Board Member
SECONDER:	Jerry Narsh, President
AYES:	Burgess, Caruso, Shell, Campbell, Narsh
EXCUSED:	Henry Lorant, Chris Barnett, Lloyd Coe, Sally Medina

RESOLVED: To increase 248-260-810-000 Legal Services by \$144.15 and; to reduce 248-729-880-004 Event Promo - Halloween Parade account by \$144.15, to be reflected in the balance sheet.

Attachment: 2024.01.16 revised (6599 : 2024-01-16 DDA Approval of Minutes)

Village of Lake Orion Downtown Development Authority Board of Directors Minutes

Regular Meeting, Tuesday, January 16, 2024

Page 6 of 8

7. 2024 MSOC Tech Visit Contract - Heritage Consulting

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jerry Narsh, President
SECONDER:	Sam Caruso, Vice Chairperson
AYES:	Burgess, Caruso, Shell, Campbell, Narsh
EXCUSED:	Henry Lorant, Chris Barnett, Lloyd Coe, Sally Medina

RESOLVED: To approve the fundraising proposal by Heritage Consulting, Inc. at the cost of \$11,873, of which, \$7,500 will be covered by MSCOC funds, for a final total for Lake Orion DDA of \$4,373. The Lake Orion DDA will remit the remainder of the funds, \$4,373, from account #248-260-829-000, Planning Services.

8. Contract Approval - Pre-Demolition Hazardous Materials and Asbestos Survey

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

RESOLVED: To execute the contract from Baker & Associates for Pre-Demolition Hazardous Materials and Asbestos Survey of the Lake Orion Lumberyard.

X. Reports, Resolutions and Recommendations

A. Executive Director

1. Verbal Director Report

Interim Janet Bloom gave a verbal director report on the following:

- Power Hour
- Upcoming Events would include Ice fest (February 10th, 2024) which is now a one-day event versus the previous month-long event as in the past and the Stronger together restaurant week event will be from February 24, 2024- March 3rd, 2024. Currently reaching out for more participants.
- Interim DDA Director, Janet Bloom has taken a tour with the DPW director Wes Sanchez, which has now made the Interim DDA Director more familiar with the Lumberyard property.
- MSOC Assessment is approved for February 6th, 2024. Currently working on compilations for the materials and data for that day. Attendance from

the board is required at 75%.

- Update on the S2 lot, which is behind Hanson's, the pipe connection for the stormwater should be done in the next few days.
- Looking at doing surveys between property owners and business owners to determine their temperature when it comes to the Paid Parking that is possibly being proposed to the Village in the future.
- DDA is currently working on reviewing the website and reviewing updates that need to be made on the Website.
- Job posting for the DDA Director was added to the Downtown Association of Website and went to a few other websites as well. Final submissions for the job posting DDA Director is due January 19, 2024, interview dates are January 24th 2024, January 31st 2024, and February 7th, 2024. Interview questions and guidance is available through Mainstreet Oakland County.

B. Village Manager

XI. Call to the Public

Let the record show no public comments were received.

XII. Board Comments and Training Feedback

Secretary Shell stated no comment at this time.

Vice Chairperson Caruso is looking forward to the MSOC evaluation and is looking to possibly get a 4.0 versus a 3.8 rating.

Board Member Campbell reiterates the comment from Vice Chairperson Caruso in regards to the hopes of getting a better MSOC rating. She also suggested the importance of frequenting the downtown businesses when it's this cold, there is a hard impact on the local businesses.

Board Member Narsh suggested supporting local businesses even with take out menus. January and February are usually the worst months for our local businesses.

Chairperson Burgess let Interim DDA Director Janet Bloom know she is appreciated and thanked her for being very present and moving items along. She is looking forward to the upcoming accreditation process. She also stated the importance of supporting local businesses at this time

Village of Lake Orion Downtown Development Authority Board of Directors Minutes

Regular Meeting, Tuesday, January 16, 2024

Page 8 of 8

of the year.

XIII. Next Regular Meeting - February 20, 2024

XIV. Adjournment

Motion to: adjourn the Tuesday, January 16, 2024 regular meeting of the Lake Orion Downtown Development Authority Board.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Matt Shell, Board Member
SECONDER:	Jerry Narsh, President
AYES:	Burgess, Caruso, Shell, Campbell, Narsh
EXCUSED:	Henry Lorant, Chris Barnett, Lloyd Coe, Sally Medina

The Tuesday, January 16, 2024 regular meeting of the Downtown Development Authority Board adjourned at 7:29 PM.

XV. Action Items

Debbie Burgess
Chairperson

Sonja Stout
Village Clerk

Date Approved: as presented February 20, 2024.

Attachment: 2024.01.16 revised (6599 : 2024-01-16 DDA Approval of Minutes)



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: February 26, 2024

TOPIC: DDA Board Special Meeting Minutes - January 23, 2024

RECOMMENDED MOTION: To approve the Downtown Development Authority Board Special meeting minutes of Tuesday, January 23, 2024.

ATTACHMENT 2024-01-23 Approval of Minutes

ATTACHMENTS:

2024.01.16 minutes revised 2



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, January 16, 2024

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, January 16, 2024 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	Board Member	Present	
Henry Lorant	Village of Lake Orion	Secretary	Excused	
Chris Barnett	Village of Lake Orion	Board Member	Excused	
Alaina Campbell	Village of Lake Orion	Board Member	Present	
Lloyd Coe	Village of Lake Orion	Board Member	Excused	
Sally Medina	Village of Lake Orion	Board Member	Excused	
Jerry Narsh	Village of Lake Orion	President	Present	

STAFF PRESENT:

- Janet Bloom, Interim DDA Director
- Sonja Stout, Village Finance Director/Treasurer/Clerk

III. Approval of Minutes

Attachment: 2024.01.16 minutes revised 2 (6600 : 2024-01-23 DDA Approval of Minutes)

Village of Lake Orion Downtown Development Authority Board of Directors Minutes

Regular Meeting, Tuesday, January 16, 2024

Page 2 of 8

1. DDA Board Regular Meeting Minutes -December 19, 2023

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Matt Shell, Board Member
SECONDER:	Jerry Narsh, President
AYES:	Burgess, Caruso, Shell, Campbell, Narsh
EXCUSED:	Henry Lorant, Chris Barnett, Lloyd Coe, Sally Medina

RESOLVED: To approve the Downtown Development Authority Board Regular meeting minutes of Tuesday, December 19, 2023.

IV. Presentation - MSOC Assessment Overview

Tim Colbeck, Senior Planner, MSOC, went over various checklist requirements for the MSOC assessment.

V. Call to the Public

Let the record show no public comments were received.

VI. Consent Agenda

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

Motion to: approve the Consent Agenda.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Matt Shell, Board Member
SECONDER:	Jerry Narsh, President
AYES:	Burgess, Caruso, Shell, Campbell, Narsh
EXCUSED:	Henry Lorant, Chris Barnett, Lloyd Coe, Sally Medina

1. Director's Report

RESOLVED: To receive and file the DDA Executive Director's Report for January 2024.

2. Committee Minutes & Workplan and Event Updates

RESOLVED: To receive and File the Committee Meeting Minutes & Event updates.

3. Financial Reports

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

VII. Approval of Agenda

Attachment: 2024.01.16 minutes revised 2 (6600 : 2024-01-23 DDA Approval of Minutes)

Village of Lake Orion Downtown Development Authority Board of Directors Minutes

Regular Meeting, Tuesday, January 16, 2024

Page 3 of 8

1. **Motion to:** add Agenda Item IX.7 MSOC Tech Visit and Agenda Item IX.8 Hazardous Materials Contract Approval to the Tuesday, January 16, 2024 DDA Regular Meeting Agenda.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Matt Shell, Board Member
SECONDER:	Jerry Narsh, President
AYES:	Burgess, Caruso, Shell, Campbell, Narsh
EXCUSED:	Henry Lorant, Chris Barnett, Lloyd Coe, Sally Medina

2. **Motion to:** approve the Tuesday, January 16, 2024 regular meeting Agenda as amended adding Agenda Item IX.7- MSOC Tech Visit and adding Agenda Item IX.8 Hazardous Materials Contract Approval.

RESULT:	APPROVED AS AMENDED [UNANIMOUS]
MOVER:	Matt Shell, Board Member
SECONDER:	Jerry Narsh, President
AYES:	Burgess, Caruso, Shell, Campbell, Narsh
EXCUSED:	Henry Lorant, Chris Barnett, Lloyd Coe, Sally Medina

VIII. Financial Matters

1. Bill Approval

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Matt Shell, Board Member
SECONDER:	Jerry Narsh, President
AYES:	Burgess, Caruso, Shell, Campbell, Narsh
EXCUSED:	Henry Lorant, Chris Barnett, Lloyd Coe, Sally Medina

RESOLVED: To approve disbursements in the amount of \$17,412.03 for December 2023.

2. Budget - 2024-2025

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Matt Shell, Board Member
SECONDER:	Jerry Narsh, President
AYES:	Burgess, Caruso, Shell, Campbell, Narsh
EXCUSED:	Henry Lorant, Chris Barnett, Lloyd Coe, Sally Medina

RESOLVED: To Review and File the fy 2024-2025 DDA Budget with comment.

IX. New and Old Business

Village of Lake Orion Downtown Development Authority Board of Directors Minutes

Regular Meeting, Tuesday, January 16, 2024

Page 4 of 8

1. RFP Rebid Approval- Dumpsters

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

RESOLVED: To approve publication of the Dumpster RFQ rebid, and to appoint Board Member Shell, Vice Chairperson Caruso, and Chairperson Burgess to review and evaluate the proposals.

2. DDA Credit Card

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Matt Shell, Board Member
SECONDER:	Jerry Narsh, President
AYES:	Burgess, Caruso, Shell, Campbell, Narsh
EXCUSED:	Henry Lorant, Chris Barnett, Lloyd Coe, Sally Medina

RESOLVED: To cancel current DDA credit card.

Motion to: obtain a new credit card for DDA Administrator Coordinator, Diane Kochis, at a \$1000 credit limit.

RESOLVED: To obtain a new credit card for DDA Administrator Coordinator, Diane Kochis, at a \$1000 credit limit.

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

3. Parking Lease Agreement - 115 N. Broadway

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

RESOLVED: To approve the parking agreement for 115 N. Broadway for the use of eleven parking stalls on the south side of the lot in exchange for the maintenance of the

Attachment: 2024.01.16 minutes revised 2 (6600 : 2024-01-23 DDA Approval of Minutes)

Village of Lake Orion Downtown Development Authority Board of Directors Minutes

Regular Meeting, Tuesday, January 16, 2024

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lot with snow removal, weeding, mowing, and striping plus reimbursement of Tarr Properties taxes on the lot for five years, pending attorney review.

4. Budget Amendment - Lumberyard Property Tax

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Matt Shell, Board Member
SECONDER:	Jerry Narsh, President
AYES:	Burgess, Caruso, Shell, Campbell, Narsh
EXCUSED:	Henry Lorant, Chris Barnett, Lloyd Coe, Sally Medina

RESOLVED: To increase 301-905-745-001 Property Taxes - Orion Twp. \$3,353.36 and; To reduce 301-901-950-000 Demolition & Land Improvement, and reflect it in the balance sheet.

5. Budget Amendment -Brand Marketing (Orion Living)

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

RESOLVED: To increase 248-728-888-000 Brand Marketing by \$731.12 and;

To reduce 248-729-880-001 Event Promo - Gazebo Series account by \$29.93 and;

To reduce 248-729-880-017 Movie Night by \$701.19, totaling \$731.12 to be reflected in the balance sheet.

6. Budget Amendment - Legal Services

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Matt Shell, Board Member
SECONDER:	Jerry Narsh, President
AYES:	Burgess, Caruso, Shell, Campbell, Narsh
EXCUSED:	Henry Lorant, Chris Barnett, Lloyd Coe, Sally Medina

RESOLVED: To increase 248-260-810-000 Legal Services by \$144.15 and; to reduce 248-729-880-004 Event Promo - Halloween Parade account by \$144.15, to be reflected in the balance sheet.

Attachment: 2024.01.16 minutes revised 2 (6600 : 2024-01-23 DDA Approval of Minutes)

Village of Lake Orion Downtown Development Authority Board of Directors Minutes

Regular Meeting, Tuesday, January 16, 2024

Page 6 of 8

7. 2024 MSOC Tech Visit Contract - Heritage Consulting

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jerry Narsh, President
SECONDER:	Sam Caruso, Vice Chairperson
AYES:	Burgess, Caruso, Shell, Campbell, Narsh
EXCUSED:	Henry Lorant, Chris Barnett, Lloyd Coe, Sally Medina

RESOLVED: To approve the fundraising proposal by Heritage Consulting, Inc. at the cost of \$11,873, of which, \$7,500 will be covered by MSCOC funds, for a final total for Lake Orion DDA of \$4,373. The Lake Orion DDA will remit the remainder of the funds, \$4,373, from account #248-260-829-000, Planning Services.

8. Contract Approval - Pre-Demolition Hazardous Materials and Asbestos Survey

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

RESOLVED: To approve the contract from Baker & Associates for Pre-Demolition Hazardous Materials and Asbestos Survey of the Lake Orion Lumberyard.

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

1. Verbal Director Report

Interim Janet Bloom gave a verbal director report on the following:

- Power Hour
- Upcoming Events would include Ice fest (February 10th, 2024) which is now a one-day event versus the previous month-long event as in the past and the Stronger together restaurant week event will be from February 24, 2024- March 3rd, 2024. Currently reaching out for more participants.
- Interim DDA Director, Janet Bloom has taken a tour with the DPW director Wes Sanchez, which has now made the Interim DDA Director more familiar with the Lumberyard property.
- MSOC Assessment is approved for February 6th, 2024. Currently working on compilations for the materials and data for that day. Attendance from

the board is required at 75%.

- Update on the S2 lot, which is behind Hanson's, the pipe connection for the stormwater should be done in the next few days.
- Looking at doing surveys between property owners and business owners to determine their temperature when it comes to the Paid Parking that is possibly being proposed to the Village in the future.
- DDA is currently working on reviewing the website and reviewing updates that need to be made on the Website.
- Job posting for the DDA Director was added to the Downtown Association of Website and went to a few other websites as well. Final submissions for the job posting DDA Director is due January 19, 2024, interview dates are January 24th 2024, January 31st 2024, and February 7th, 2024. Interview questions and guidance is available through Mainstreet Oakland County.

B. Village Manager

XI. Call to the Public

Let the record show no public comments were received.

XII. Board Comments and Training Feedback

Secretary Shell stated no comment at this time.

Vice Chairperson Caruso is looking forward to the MSOC evaluation and is looking to possibly get a 4.0 versus a 3.8 rating.

Board Member Campbell reiterates the comment from Vice Chairperson Caruso in regards to the hopes of getting a better MSOC rating. She also suggested the importance of frequenting the downtown businesses when it's this cold, there is a hard impact on the local businesses.

Board Member Narsh suggested supporting local businesses even with take out menus. January and February are usually the worst months for our local businesses.

Chairperson Burgess let Interim DDA Director Janet Bloom know she is appreciated and thanked her for being very present and moving items along. She is looking forward to the upcoming accreditation process. She also stated the importance of supporting local businesses at this time

Village of Lake Orion Downtown Development Authority Board of Directors Minutes

Regular Meeting, Tuesday, January 16, 2024

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of the year.

XIII. Next Regular Meeting - February 20, 2024

XIV. Adjournment

Motion to: adjourn the Tuesday, January 16, 2024 regular meeting of the Lake Orion Downtown Development Authority Board.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Matt Shell, Board Member
SECONDER:	Jerry Narsh, President
AYES:	Burgess, Caruso, Shell, Campbell, Narsh
EXCUSED:	Henry Lorant, Chris Barnett, Lloyd Coe, Sally Medina

The Tuesday, January 16, 2024 regular meeting of the Downtown Development Authority Board adjourned at 7:29 PM.

XV. Action Items

Debbie Burgess
Chairperson

Sonja Stout
Village Clerk

Date Approved: as presented February 20th, 2024.

Attachment: 2024.01.16 minutes revised 2 (6600 : 2024-01-23 DDA Approval of Minutes)



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: February 26, 2024

TOPIC: DDA Board Special Meeting Minutes - January 30, 2024

RECOMMENDED MOTION: To approve the Downtown Development Authority Board Special meeting minutes of Tuesday, January 30, 2024.

ATTACHMENT 2024-01-30 Approval of Minutes

ATTACHMENTS:

2024.01.30 minutes draft updated



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

Tuesday, January 30, 2024

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, January 30, 2024 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 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	Board Member	Excused	
Henry Lorant	Village of Lake Orion	Secretary	Present	
Chris Barnett	Village of Lake Orion	Board Member	Present	
Alaina Campbell	Village of Lake Orion	Board Member	Excused	
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	Excused	

STAFF PRESENT:

- Janet Bloom, Interim DDA Director
- Sonja Stout, Village Treasurer/Clerk

Attachment: 2024.01.30 minutes draft updated (6601 : 2024-01-30 DDA Approval of Minutes)

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

The purpose of the meeting is to discuss the fiscal year 2024-2025 budget, with Board review of requests and Committee recommendations from the January 23, 2024 Special Meeting. This meeting will also have a Closed Session for DDA Board Legal Counsel.

IV. Public Comment

Let the record show no public comment was made.

V. Items for Consideration

1. Budget - 2024-2025

The Special Meeting on January 23, 2024 allowed the following DDA Committees to make recommendations to the budget. Those committees are: Promotions Committee, Design Committee, Organization Committee, and Economic Vitality Committee. Each of the committees were allowed the option to add any additional comments and each committee declined any further comments.

Board Member Barnett stated to the board, the importance of a unified response in regards to questions about the DDA bond payment from the public.

Chairperson Burgess agreed on having a unified response from the DDA board members as well as DDA employees to help create a simple, uniform message to the public in regards to the DDA bond payments.

Chairperson Burgess asked about the breakdown of attorney fees for the DDA from the petitions. Interim DDA Director Bloom provided a cost breakdown which included the cost of \$12,425.98 is what has been spent on attorney fees. Interim DDA Director Bloom to determine the cost of increased services for the attorney to the DDA.

NO MOTION: DDA Board discussion from DDA Committee presentations for recommendations to fy 2024-2025 DDA Budget from January 23, 2024.

2. Closed Session

ADJOURN TO CLOSED SESSION AT 6:41 PM.

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

Village of Lake Orion Downtown Development Authority Board of Directors Minutes

Special Meeting, Tuesday, January 30, 2024

Page 3 of 4

RESOLVED: to adjourn to Closed Session as permitted under the Open Meetings Act, PA 297 of 1976, as amended, Section 15.268e, discussion of pending litigation with DDA legal counsel.

Closed Session

RECONVENE TO OPEN SESSION AT 6:55 PM.

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

RESOLVED: to adjourn to Closed Session as permitted under the Open Meetings Act, PA 297 of 1976, as amended, Section 15.268e, discussion of pending litigation with DDA legal counsel.

Motion to: approve recommended action to dismiss the current ballot litigation regarding election matter without prejudice with no additional cost or fees to current parties.

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

VI. Adjournment

Motion to: adjourn the Tuesday, January 30, 2023 Special Meeting of the Downtown Development Authority Board.

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

The Downtown Development Authority Board Special Meeting of Tuesday, January 30, 2024 adjourned at 6:58 PM.

Attachment: 2024.01.30 minutes draft updated (6601 : 2024-01-30 DDA Approval of Minutes)

Village of Lake Orion Downtown Development Authority Board of Directors Minutes

Special Meeting, Tuesday, January 30, 2024

Page 4 of 4

Debbie Burgess
Chairperson

Sonja Stout
Village Treasurer/Clerk

Date Approved: as presented February 20, 2024.

Attachment: 2024.01.30 minutes draft updated (6601 : 2024-01-30 DDA Approval of Minutes)



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: February 26, 2024

TOPIC: DDA Board Special Meeting Minutes - February 6, 2024

RECOMMENDED MOTION: To approve the Downtown Development Authority Board Special meeting minutes of Tuesday, February 6, 2024.

ATTACHMENTS:

2024.02.06 Minutes draft



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

Tuesday, February 6, 2024

9:00 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 Tuesday, February 6, 2024 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 9:00 AM.

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	Board Member	Excused	
Henry Lorant	Village of Lake Orion	Secretary	Excused	
Chris Barnett	Village of Lake Orion	Board Member	Excused	
Alaina Campbell	Village of Lake Orion	Board Member	Excused	
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	Excused	

STAFF PRESENT:

- Janet Bloom, Interim DDA Director
- Diane Kochis, Administrative Coordinator
- Arizona Goulet, Events Coordinator

OTHERS PRESENT:

- Dana Walker, Michigan Downtown Association
- Annaka Norris, MSOC
- Erick Phillips, MSOC

III. Statement by Chairperson or Vice-Chairperson Purpose of Meeting**IV. Public Comment****V. Items for Consideration**

1. Annual Year End Main Street Evaluation Schedule

Annually, the National Main Street Center and Main Street Oakland County evaluate the Lake Orion DDA Main Street Program for accreditation. Lake Orion has been accredited since 2006.

The Main Street Community Assessment Visit is an important evaluative service offered to local Main Street programs to review the progress made towards building a comprehensive revitalization program.

The Main Street Community Assessment Visit has the following objectives:

1. Determine the progress the program has made to meet or maintain the current Main Street America Assessment Criteria.
2. Introduce the new Main Street America Standards and important steps for becoming familiar and start aligning this more holistic framework.
3. Recognize strengths and celebrate the growth and accomplishments of the past year.
4. Identify needs, trends and obstacles that might challenge the district and the program's efforts.
5. Determine technical assistance and services that can continue to grow and sustain the local Main Street Program.

The Main Street Community Assessment Visit consisted of the following:

- 9:00 am - 12:00 Noon:** Introductory meeting with the Board of Directors, Committees, staff and other Main Street leaders.
- Overview of the new Accreditation Standards by MSA

Village of Lake Orion Downtown Development Authority Board of Directors Minutes

Special Meeting, Tuesday, February 6, 2024

Page 3 of 3

- MSA overview on how the Program meets current National Accreditation Criteria and expectations based on Program's self-assessment.
- Opportunity for the Main Street Board to highlight the organization's direction for the past year and its priorities.

12:00 pm-1:30: Lunch with Board Chair and Village Manager**1:30 pm:** Community Tour**2:30 pm:** Stakeholder Meeting

- Downtown business and building owners, residents, and representatives of organizations with a presence downtown to meet with the team and share their perspectives on the local economic environment and value of the Main Street program.
- City leaders and staff highlight the City's vision and support the district's revitalization and the Main Street program.

4:30 pm: Adjourn**5:00 pm:** Verbal Assessment with Main Street Board of Directors and staff**VI. Adjournment**

The Main Street Evaluation meeting adjourned at 5:50 PM.

Debbie Burgess
Chairperson

Sonja Stout
Village Clerk

Date Approved: as presented February 20, 2024

Attachment: 2024.02.06 Minutes draft (6602 : 2024-02-06 DDA Approval of Minutes)

Main Street America and MSOC Year-End Evaluation

Lake Orion MI



February 6, 2024 (Tuesday)

PURPOSE AND SUMMARY

The Main Street Community Assessment Visit is an important evaluative service offered to local Main Street programs to review the progress made towards building a comprehensive revitalization program.

Your Main Street Community Assessment Visit has the following objectives:

1. Determine the progress the program has made to meet or maintain the current Main Street America Assessment Criteria.
2. Introduce the new Main Street America Standards and important steps for becoming familiar and start aligning this more holistic framework.
3. Recognize strengths and celebrate the growth and accomplishments of the past year.
4. Identify needs, trends and obstacles that might challenge the district and the program's efforts.
5. Determine technical assistance and services that can continue to grow and sustain the local Main Street Program.

AGENDA

- **9:00 a.m. Introductory meeting with the Board of Directors, Committees, staff and other Main Street leaders**
Location: Village Council Chambers, 21 E. Church St.
 - Overview of the new Accreditation Standards by MSA
 - MSA overview on how the Program meets current National Accreditation Criteria and expectations based on Program's self-assessment.
 - Opportunity for the Main Street Board to highlight the organization's direction for the past year and its priorities for 2023. **At least 75% of Board attendance is expected with advanced confirmation.**
- **Noon Lunch with Board Chair and Village Manager**
Location: Fork and Pint
- **1:30 p.m. Community Tour**
- **2:30 p.m. Stakeholder Meeting**
Location: Village of Lake Orion Council Chamber (virtual option available)
 - Downtown business and building owners, residents and representatives of organizations with a presence in downtown to meet with the team and share their perspectives on the local economic environment and value of the Main Street program.
 - City leaders and staff to highlight the City's vision and support to the district's revitalization and the Main Street program.
- **4:30 p.m. Adjourn**
- **5:00 p.m. Verbal Assessment with Main Street Board of Directors and staff**
Location: Village of Lake Orion Council Chambers
- **6:30 p.m. End of Evaluation**

In the spirit of compliance with the Americans with Disabilities Act, individuals with a disability should feel free to contact the Village office, at least seventy-two (72) hours in advance of the meeting, if requesting accommodations.

Posted: October 17, 2023

Attachment: 2024.02.06 Minutes draft (6602 : 2024-02-06 DDA Approval of Minutes)



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: February 26, 2024

TOPIC: Director's Report

Attached: Director's Report

Recommended Motion: To receive and file the Director's Report

ATTACHMENTS:

January 2024 Director Report-reduced size

January 2024 Website Analytics

LODDA Social Report Annual 23

MDA proclamation to Lake Orion DDA final

Lake Orion_Training_Strategy_ 24-25 draft

MSOC_MAIN-EVENT_AWARDS-CATALOG_FINAL_v240130

2024 Director Report



February 2024

Prepared by
Janet Bloom
Interim Executive Director



Attachment: January 2024 Director Report-reduced size (6604 : Director's Report-DDA)

2024 STRATEGIES FOR

ECONOMIC DEVELOPMENT

DINING AND ENTERTAINMENT DISTRICT

DINING & ENTERTAINMENT DISTRICTS ARE DEFINED BY AN OVERWHELMING COMBINATION OF FANTASTIC DINING, NIGHTLIFE, SHOPPING, AND LIVE EVENTS IN ONE CONCENTRATED AREA.



PLACEMAKING

PLACEMAKING IS A PARTICIPATORY PROCESS FOR SHAPING PUBLIC SPACE THAT HARNESSSES THE IDEAS AND ASSETS OF THE PEOPLE WHO USE IT.



COMMUNITY DEVELOPMENT

COMMUNITY DEVELOPMENT IS A PROCESS WHERE COMMUNITY MEMBERS WORK TOGETHER TO SOLVE PROBLEMS AND IMPROVE QUALITY OF LIFE.



WHAT IS ECONOMIC DEVELOPMENT?

ECONOMIC DEVELOPMENT IS THE PROCESS OF IMPROVING THE STANDARD OF LIVING FOR A COMMUNITY. IT INVOLVES JOB CREATION, SUPPORT FOR INNOVATION, WEALTH CREATION, IMPROVING QUALITY OF LIFE



LAKE ORION GATEWAY PROJECT (LUMBERYARD)

PLAN OVERVIEW

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

Property Purchased: August 28, 2023, DDA takes possession November 14, 2023

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

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

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

August 2023: Property Closed August 28, 2023, DDA takes possession of the property on November 14, 2023

September 2023: Proposal requests for demolition and hazardous materials survey

October 2023: Review Team Consults with Steve Auger regarding the bids. Recommends checking with AKA regarding the Hazardous Materials noting delays due to these can be costly if demolition is interrupted.

November 2023: AKT Peerless reviewed and made recommendations for the bid request. The request was reposted to the original vendors. Four of the original vendors responded to the re-bid. DDA Board appoints DDA Board Members Sam Caruso, Hank Lorant, Jerry Narsh and Chris Barnett to LO Gateway Project Committee

December 2023: Hazardous Materials Survey contractor selected by Bid Review Team for recommendation to the DDA Board. Gateway committee has initial meeting to review next steps in process. Committee plans initial meeting with developers in January.

January 2024: Baker and Associates selected for Hazardous Materials Survey. Plan to complete February 2024.

Attachment: January 2024 Director Report-reduced size (6604 : Director's Report-DDA)

PROPERTY DEVELOPMENT

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.

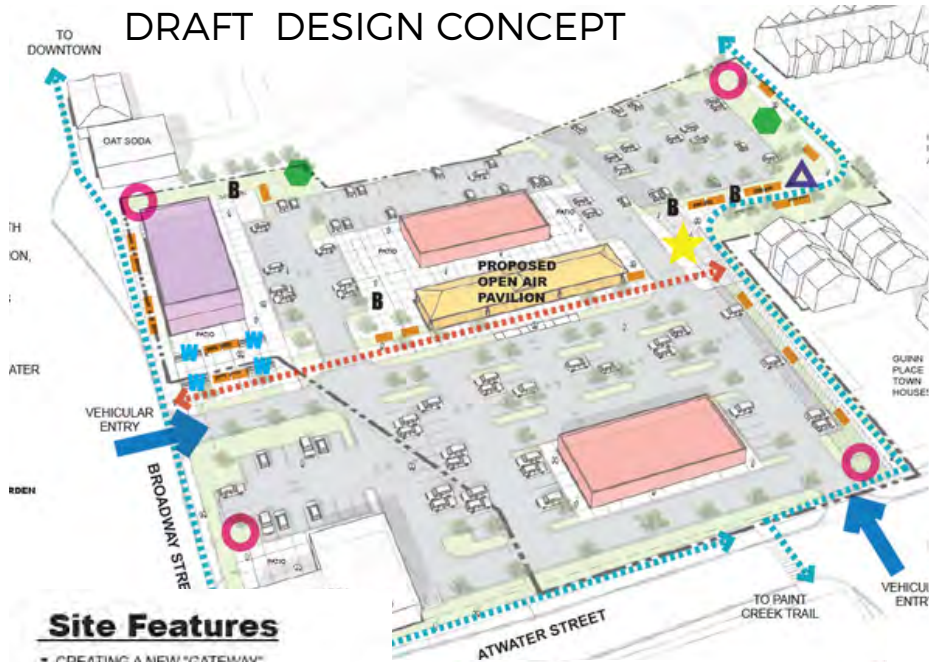
The DDA will augment their funding for this project by seeking private and public partners who can help achieve the vision for the Lake Orion Lumberyard Project.

Attachment: January 2024 Director Report-reduced size (6604 : Director's Report-DDA)

JANUARY 2024

PROPERTY
DEVELOPMENT

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 PEDESTRIAN ACCESS
- PROPOSED VEHICULAR ENTRY

Attachment: January 2024 Director Report-reduced size (6604 : Director's Report-DDA)

FEBRUARY 2024

SHOP OAKLAND
E-COMMERCE

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

Attachment: January 2024 Director Report-reduced size (6604 : Director's Report-DDA)

LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY

Promotions Committee - First Tuesday, (Feb 8th) 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, (Feb. 19th) at 2:30pm online (usually 3 pm)
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, (Feb. 21st) 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, (Feb. 22nd) 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, (TBD) at TBD time, TBD location
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

Attachment: January 2024 Director Report-reduced size (6604 : Director's Report-DDA)



MAIN STREET AMERICA
National Main Street Program
"America's Main Street"

2023 VOLUNTEER IMPACT

of the nationally Accredited Lake Orion Main Street program





79 Total Volunteers



851 Hours Donated



\$27,082
Equivalent Employee Salary

FEBRUARY 2024

MAIN STREET
ACCREDITATION

CONGRATULATIONS! WE ARE REACCREDITED FOR 2023!
More details to come and presentation and celebration to be planned!



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

LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY

Attachment: January 2024 Director Report-reduced size (6604 : Director's Report-DDA)

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)

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.

Attachment: January 2024 Director Report-reduced size (6604 : Director's Report-DDA)

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.

FEBRUARY 2024

IDEA BANK

2023-2024

1.	CREEKSIDE LIGHTING	<input type="checkbox"/>
2.	ADOPT A GARDEN PROGRAM (\$2,500 FLAGSTAR GRANT)	<input checked="" type="checkbox"/>
3.	TASTE OF TOWN IN ALLEYWAY	<input type="checkbox"/>
4.	STEAMPUNK ART & ADAPTIVE REUSE DESIGN BRUCE ROSENBAUM (MODVIC.COM)	<input type="checkbox"/>
5.	DIGITAL MARQUEE	<input type="checkbox"/>
6.	PORTABLE MONITOR FOR SPONSOR RECOGNITION	<input type="checkbox"/>
7.	ELABORATE SEASONAL PICTURE SPOTS (LIKE OXFORD FALL TRUCK SCENE)	<input type="checkbox"/>
8.	TRASH BIN BEAUTIFICATION (PARTENSHIP WITH HS ART DEPT)	<input type="checkbox"/>
9.	AMERICA IN BLOOM INTEGRATION (TWP HOSTING SYMPOSIUM IN 2025)	<input type="checkbox"/>
10.	OPEN HOUSE TOUR OF PROPERTY (SNOW FENCE FOR PUBLIC SAFETY	<input type="checkbox"/>
11.	SAFETY CROSSWALK SIGNAGE IN STREET (DISCUSS WITH LOPD) SEE PHOTO	<input type="checkbox"/>
12.	PROPERTY OPEN HOUSE - TICKETED EVENT SNOW FENCING FOR PUBLIC SAFETY AND POSTERS OF PROPOSED AMENITIES IN PROPOSED LOCATION	<input type="checkbox"/>
13.	RIDGELINE LIGHTING AND SPANNER LIGHTING - MAIN INTERSECTION	<input type="checkbox"/>
14.		<input type="checkbox"/>



15.	<input type="checkbox"/>
16.	<input type="checkbox"/>
17.	<input type="checkbox"/>
18.	<input type="checkbox"/>
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28.	<input type="checkbox"/>

Attachment: January 2024 Director Report-reduced size (6604 : Director's Report-DDA)

FEBRUARY 2024

MAJOR MILESTONES

MILESTONES

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 Lumbeyard 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 Restroom
- Slater Parking lot
- Shared Parking Leases
- Parking Study updates (2018 and 2020)
- Safety Path Slater Street Parking lot 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 match funds
- Pedestrian Safety railing improvement Children's Park

Events

- #StrongerTogether Events with Oxfam
 - 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

Attachment: January 2024 Director Report-reduced size (6604 : Director's Report-DDA)

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



Attachment: January 2024 Director Report-reduced size (6604 : Director's Report-DDA)

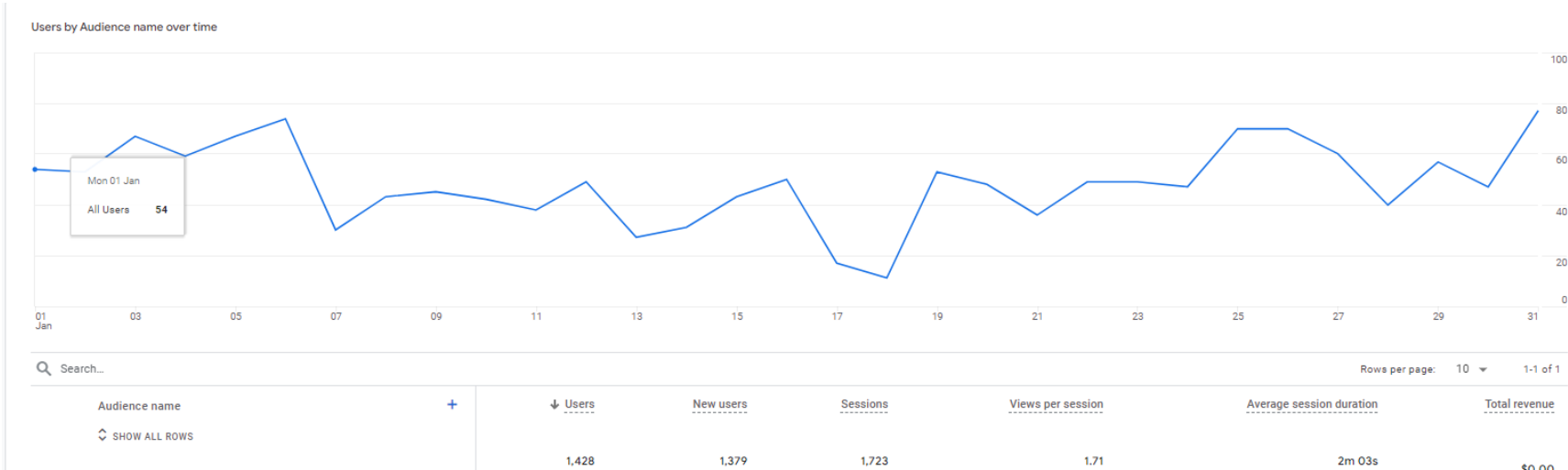
Website Analytics
January 2024

To: Lake Orion DDA Board of Directors
From: Molly LaLone, Executive Director

View our website at: www.downtownlakeorion.org

Audience:

- 1,723 Sessions
- 1,379 New Users



New Users:

Views by

Page title and scree...

✓

▼

FIRST USER PRIMA...	NEW USERS	
Organic Search	1K	↓ 24.8%
Direct	254	↓ 18.3%
Organic Social	60	↓ 43.4%
Referral	41	↓ 2.4%

Page Views:

Views by

Page title and scree...

✓

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PAGE TITLE AND S...	VIEWS	
downtownlakeorion....	378	↓ 31.1%
Events downtownla...	164	↓ 33.3%
Downtown Lake Orio...	173	↓ 22.8%
downtownlakeorion...	89	↓ 64.7%
Horse & Carriage Rid...	11	↓ 96.3%
Business Directory ...	104	↓ 24.1%
About Us downtown...	106	↑ 17.8%



Lake Orion DDA Social Report

January 1 - December 31, 2023

Summary

This report is prepared for the Lake Orion DDA by Hudson Collective. If you have any questions, feel free to reach out to the HC team.

Key Findings:

1. Video outperformed all other mediums
2. Photos outperformed graphics
3. Facebook performed the best of the three platforms

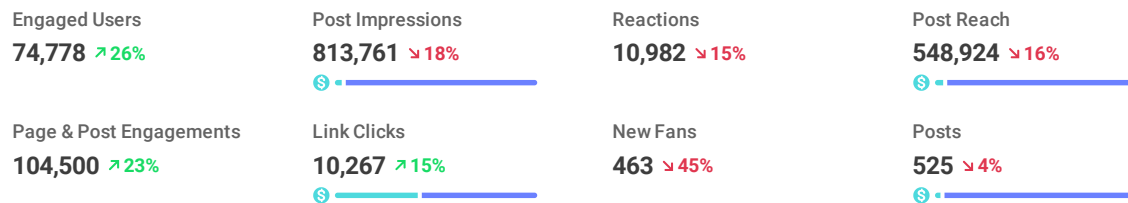
Performance

 Downtown Lake Orion

Lake Orion DDA Facebook content had 74,778 users interact with our content and 104,500 page and post engagements over fewer posts than the previous year.

Facebook earned more than 10,000 link clicks in the same time frame.

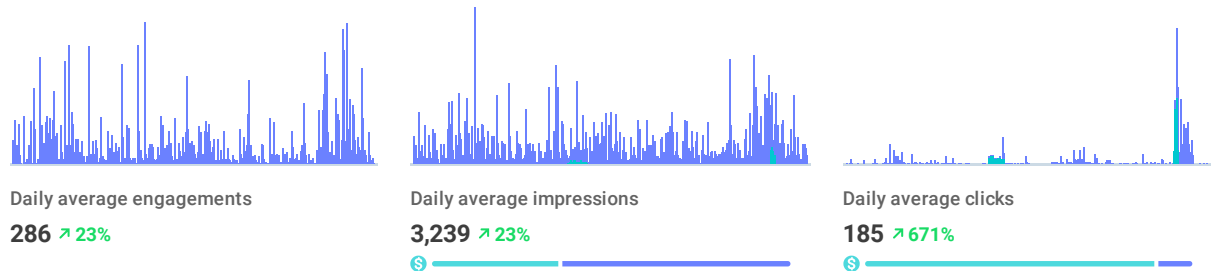
Daily average engagements, impressions and link clicks showed significant increases in 2023.



Average performance

 Downtown Lake Orion

These charts show daily performance. Each line represents a day of the month.



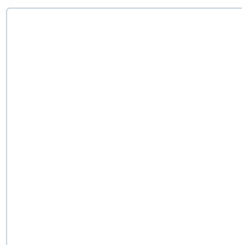
Post insights

 Downtown Lake Orion

Top performing posts on Facebook for January 1 - December 31 of 2023.

Showing 5 posts in total

Sorted by Impressions



November 10, 2023 07:00pm

It's official! As of today, the Lake Orion lumber yard property is in the hands of the village of Lake Orion. The DDA has big plans for the property, including a potential event space and extra parking for the city. The lumber yard

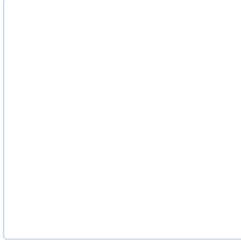
Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
8,909	305	29,555	28,469	29.45%	\$20



January 31, 2023 12:47pm

Ice Fest begins this Thursday!! Grab a social district drink and enjoy the live ice carving show by Clear Cut Ice Sculptures from 5-8pm. Horse & Carriage Rides Feb. 2nd ONLY from 4:30-8:30pm! Thank you to our Week 1 sponsor!

Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
576	63	17,469	14,183	4.14%	—



November 25, 2023 01:00pm

Don't miss the Downtown Trolley this December! The Trolley will be running on the following schedule: December 1: 5-9p with an additional stop at Ox Marketplace December 2: 3-5p NOTA bus will run 5-10p December 3:

Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
1,058	417	17,183	15,284	7.47%	\$40



February 25, 2023 10:08am

There is still time to get downtown and see this week's amazing sculptures!! Clear Cut Ice Sculptures did not disappoint this season. See castle Grayskull sponsored by Mocer Companies, Scrooge McDuck from Michigan U

Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
4,604	44	14,304	13,097	32.59%	—



December 26, 2023 01:01pm

Keep an eye out while you're strolling the streets of our historic downtown! In partnership with Orion Historical Society and TimeShift America, the Lake Orion Historical Society has added "A Moment in Time" information

Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
2,202	303	12,812	9,162	52.54%	\$25

Answers overview

Downtown Lake Orion

This notes the best day and time to post on Facebook for optimal engagement. We have used this to inform our posting strategy.



Best day to post
Sunday



Best type of post
Video



Best frequency to post
5 posts a day

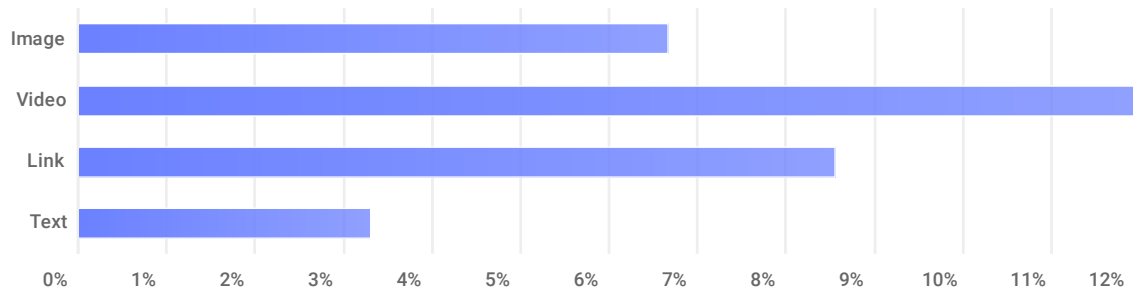
Which is the best type of post?

 Downtown Lake Orion


The upcoming business highlight videos will boost engagement.

Video

When crunching the numbers, we've worked out that this is the best way to earn the highest engagement



Performance

 Downtownlakeorion

Across Feed and Story placements, the Lake Orion DDA Instagram reach increased to more than 100,000 unique users as well as 144,763 impressions.

Posts

164 ↗ 11%

Impressions

144,763 ↘ 1%

Post Reach

102,226 ↗ 4%

Likes

2,342 ↘ 36%


Comments

61 ↘ 44%

New Followers

281 ↘ 12%

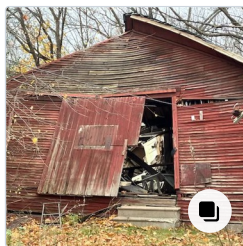
Post insights

 Downtownlakeorion

Top performing posts on Instagram for January 1 - December 31 of 2023.

Showing 5 posts in total

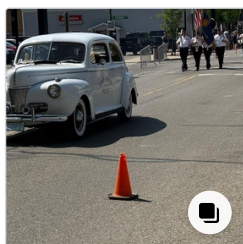
Sorted by Likes



November 10, 2023 07:00pm

It's official! As of today, the Lake Orion lumber yard property is in the hands of the village of Lake Orion. The DDA has big plans for the property including a potential event space and extra parking for the city. The lumber yard

Likes	Comments	Impressions	Reach	Eng. Rate	Spend
188	19	2,896	2,385	7.32%	—



May 29, 2023 04:26pm

Downtown Lake Orion Memorial Parade.

Likes	Comments	Impressions	Reach	Eng. Rate	Spend
82	0	1,256	980	6.53%	—



Ride through downtown Lake Orion in a festive horse & carriage this Holiday Season! Thanks to our sponsors, Michigan United Credit Union, and Pronto Moving Company, there is no cost to ride. The carriage will be available

Likes	Comments	Impressions	Reach	Eng. Rate	Spend
78	0	1,130	1,068	7.08%	—



January 16, 2023 07:43pm

My elderly neighbor has a sweet cat who needs a home. His Name is Toughy. He is 13 years old and neutered. Indoor only cat. He is good with one other cat. He is a long haired calico. Very sweet and loves to be brushed. [View photo](#)

Likes	Comments	Impressions	Reach	Eng. Rate	Spend
73	1	1,749	1,612	4.52%	—



October 17, 2023 01:01pm

Allen Goetz, along with several other local residents, founded 20 Front Street in 2016. Since then, it has become known as one of the top independent venues in the country. 20 Front Street offers its patrons a unique and

Likes	Comments	Impressions	Reach	Eng. Rate	Spend
70	0	1,455	1,364	5.70%	—

Hashtag performance



@downtownlakeorion

Rank	Hashtag	Posts	Average Reach	↓	Average Eng. Rate
1	#winterfun	1	1,211		3.46%
2	#RestaurantWeek	1	1,209		2.56%
3	#StrongerTogether	11	905		2.63%
4	#letterboxing	1	717		1.65%
5	#Foodies	3	712		2.53%

Performance



Lake Orion DDA Twitter (X) content earned 13,485 impressions and 170 engagements from January - December of 2023.

Twitter engagements, replies and likes saw increases of 46%, 67% and 100%, respectively.

Tweets	Retweets	Impressions	Engagements
140 ↗ 95%	1 ↘ 83%	13,485 ↗ 28%	170 ↗ 46%
Replies	Clicks	Likes	New Followers
5 ↗ 67%	22 ↘ 8%	102 ↗ 100%	-1 ↘ 103%

Tweet insights



These are the top 5 performing posts for January 1 - December 31 of 2023.

Showing 5 posts in total

Sorted by Impressions

Zombies are taking over Lake Orion! Ed's Broadway Gift and Costu...

September 12, 2023 07:30pm

Zombies are taking over Lake Orion! Ed's Broadway Gift and Costume's 10th Annual Zombie Walk and Poker Run takes place on Saturday, September 16th, 2023 at 8pm in Downtown Lake Orion. Adults: \$10 Kids: Free Poker

Clicks	Retweets	Likes	Impressions	Eng. Rate
0	0	3	361	0.80%

Our Annual Jubilee event put on by the Lake Orion Lions Club is ...

June 20, 2023 05:01pm

Our Annual Jubilee event put on by the Lake Orion Lions Club is this weekend! There will be a carnival, a beer tent, and so much more! Come help the Lion's Club raise money for our community! #LakeOrion #DowntownLake

Clicks	Retweets	Likes	Impressions	Eng. Rate
0	0	3	348	1.10%

The Orion Township Public Library offers the community so much m...

August 31, 2023 07:01pm

The Orion Township Public Library offers the community so much more than books. Members can also borrow audiobooks, movies, household items, tools, tech & more! 825 Joslyn Road, Lake Orion, MI 48362 #LakeOrionDL

Clicks	Retweets	Likes	Impressions	Eng. Rate
0	0	3	317	1.30%

No, your taxes would NOT go down if the #LakeOrionDDA was defund...

August 30, 2023 05:00pm

No, your taxes would NOT go down if the #LakeOrionDDA was defunded. Without the DDA, the taxes currently collected would go to other entities, instead of being reinvested into downtown. #LakeOrion would actu

Clicks	Retweets	Likes	Impressions	Eng. Rate
0	0	2	207	2.40%


Everything kicks off tomorrow for the annual Dragon on the Lake ...

August 23, 2023 07:05pm


Everything kicks off tomorrow for the annual Dragon on the Lake Festival. Boat races, chalk art, a tiki bar, lighted boat parade, vendor markets, kids' activities and more await. There's something fun for Dragons of all s


Clicks	Retweets	Likes	Impressions	Eng. Rate
0	0	3	201	1.50%


Answers overview

 LakeOrionDDA

This notes the best day and time to post on Twitter for optimal engagement. We have used this to inform our posting strategy.

 Best day to post
Friday

 Best type of post
Link

 Best frequency to post
1 post a day

Michigan Downtown Association

Certificate of Proclamation

Lake Orion Downtown Development Authority

WHEREAS, Michigan downtowns distinguish a community, are the drivers of economic development, and help to offer a sense of place that contribute significantly to the quality of life of residents; and,

WHEREAS, a downtown is the commercial core of a community that serves as its social and economic center; and,

WHEREAS, since 1975, the State of Michigan has enabled Downtown Development Authorities (DDAs) to utilize Tax Increment Financing (TIF) to invest in infrastructure improvements, redevelopment of blighted areas, job creation, and events and promotions that make downtowns relevant, exciting and a key reason why people choose to live in a community; and,

WHEREAS, DDAs that use TIF are self-sustaining, because as a DDA invests in the district, property values increase and as property values increase, the DDA can complete more projects within the DDA District; and,

WHEREAS, DDAs comprehensively manage downtowns to maximize the local economy and help fund significant projects and on-going economic development activities to improve the quality of life, retain residents, attract talent and support private reinvestment; and,

WHEREAS, the Lake Orion DDA undertook a series of events and activities in an educational campaign to inform the public regarding a land acquisition project and promoted the purpose and importance of a DDA;

NOW THEREFORE, the Michigan Downtown Association, founded in 1980 and a state-wide, non-profit organization and driving force in the interest and growth of downtowns and communities throughout Michigan, do hereby recognize and proclaim the Lake Orion Downtown Development Authority as the recipient of the 2023 MDA Best Educational & Promotional Campaign for their Lake Orion Educational Campaign.

Cristina Sheppard-Decius

Cristina Sheppard-Decius

Chair

Michigan Downtown Association



November 3, 2023



Village of Lake Orion

Development Training Strategy

Original Plan published: April 2022
Updated Plan Published: October 2023

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General Information

Introduction

The Village of Lake Orion encourages ongoing training for staff, elected official, and appointed officials charged with making development related decisions for the community. The Village of Lake Orion engaged with the Michigan Economic Development Corporation's (MEDC) Redevelopment Ready Communities (RRC) program in September 2019 to help enhance its local planning, zoning, and development review process. Since that time, the village has made steady progress towards achieving RRC Essentials status and continues to work towards establishing an effective and useful method of keeping local officials up to date on critical development concepts.

In recognition of the village's self-investment in other RRC Best Practices, RRC staff has dedicated time and resources to provide this training strategy as a direct form of technical assistance to the village. The village incurred no cost for this project aside from a small amount of time to coordinate with RRC staff and ask officials to take a brief survey and review the draft document prior to finalization.

The Development Training Strategy aims to help identify resources available to these individuals to foster a more productive, collaborative, and informed decision-making process. This guide is not meant to be an exhaustive list of trainings available, but to be used to encourage continuing education and explore potential opportunities for such. The availability of trainings listed in this guide is subject to change at any time.

The RRC program includes best practices and benchmarks related to recruitment and training for the community's development-related boards/commissions. Lake Orion' development decision-making boards and commissions include the following:

Village Council
Planning Commission
Downtown Development Authority
Zoning Board of Appeals

Specifically, [Best Practice 4.6](#) encourages communities to adopt a more strategic approach to training to ward off fatigue, apathy, and general time constraints that can hinder delivery of necessary training for board members to stay up to date on the information needed to make informed decisions. As with any strategic document, it establishes high level goals which are realized via the specific training strategies for each board. The goals have been extrapolated from the Lake Orion 2022 Training Survey and are as follows:

- Goal 1:** Expand the village's toolbox of training to include new methods and resources.
- Goal 2:** Meet the established annual training hours for each board.
- Goal 3:** Tie training activity to established local goals and needs.
- Goal 4:** Enhance board and commission knowledge for enhanced community outcomes.

Initial Assessment

This strategy aims to identify goals and expectations for training opportunities, identify ongoing funding sources for those opportunities, and identify how training is encouraged. To inform this strategy, a survey was sent out in February of 2022 to all Lake Orion Council Members, Downtown Development Authority Members, Planning Commission Members, and Zoning Board of Appeals Members. Of the twenty members, seven responded to the survey (not including the Village Manager), providing an 35% response rate. [Members were asked a total of 13 questions and a summary of those questions and results can be found by following this link.](#) All the information contained in this Guide is based on the responses provided by board and commission members. All development related boards and commissions should discuss training opportunities annually and determine needs as they arise. The Guide is to be updated every other year, at the beginning of each new calendar year. A new survey should be conducted each year to solicit the training preference of board and commission members and the updated Guide should be built accordingly.

Importance of Training

Members of Lake Orion's development related boards and commissions make important decisions for the community which can reach far into the future. As such, it is important to prioritize continued education and onboarding training for appointed and elected board members and staff. Ongoing training is an important form of risk management that will help the village avoid potential planning and zoning lawsuits. Training also helps align the Master Plan goals and objectives with the Village's planned projects and utilization of resources.

Staff Contact

Each Board and Commission member is encouraged to reach out to their staff liaison with suggestions and requests for training. Although this guide provides a recommendation on training curriculum, it is important that boards and commission members communicate to village staff if they are interested in certain training opportunities to pursue, either individually or as a group. Village staff will communicate potential training opportunities to boards and commission members as they become available.

Joe Young, Village Manager - youngj@lakeorion.org

Susan Galeczka, Clerk - galeczkas@lakeorion.org

Molly LaLone, DDA Executive Director - director@downtownlakeorion.org

Hunter Whitehill, Economic Development Director – zoning@lakeorion.org

Types of Training

Article Discussions

Staff may present articles of interest and relevance which may facilitate general group education and discussion.

Webinars & YouTube Videos

Many of our training partners and organizations offer online resources and presentations on relevant development and land-use topics. Webinars allow individuals to save time and money, avoid the need to travel, and gain an added element of convenience and flexibility to suit trainee's schedules.

On-Site Training Workshops

This allows for training topics to be brought in-person to Village Hall, these types of trainings are typically provided by industry professionals or other experts in the field. It is more convenient and often more cost-effective for large groups rather than traveling to an off-site conference. On-site workshops also allow for collaboration between boards and commissions and potentially with other communities.

Off-Site Conferences and Workshops

These trainings are available across Michigan and the country. They cover a wide variety of topics and allow for networking in addition to educational benefit.

Training Resources

The following organizations offer relevant trainings, workshops, and conferences which may be available to Lake Orion's development related elected and appointed officials and staff members.

880 Cities	www.880cities.org
AARP Livable Communities	https://www.aarp.org/livable-communities/
American Planning Association (APA)	www.planning.org
City Lab	www.citylab.com
Community Economic Development Association of Michigan (CEDAM)	https://cedamichigan.org/
Congress for New Urbanism (CNU)	www.cnu.org
Desegregate Connecticut	https://www.desegregatect.org/data
Form Based Code Institute (FBCI)	www.formbasedcodes.org
Governing	https://www.governing.com/
International City Managers Association (ICMA)	www.icma.org
International Downtown Association	https://downtown.org/
International Economic Development Council	https://www.iedonline.org/
Michigan Association of Planning (MAP)	https://www.planningmi.org/
Michigan Department of Environment, Great Lakes, and Energy (EGLE)	https://www.michigan.gov/egle/
Michigan Department of Natural Resources (DNR)	https://www.michigan.gov/dnr/
Michigan Downtown Association (MDA)	https://www.michigandowntowns.com/
Michigan Economic Development Corporation (MEDC)	https://www.michiganbusiness.org/
Michigan Municipal League (MML)	https://www.mml.org/
Michigan State Housing Development Authority (MSDHA)	https://www.michigan.gov/mshda
Michigan State University Extension (MSU-E)	https://www.canr.msu.edu/planning/planning_and_zoning_resources/
National Development Council	https://ndcouncil.org/
National League of Cities	https://www.nlc.org/resources-training/
National Main Street Program	https://www.mainstreet.org/home
Not Just Bikes YouTube	https://www.youtube.com/c/NotJustBikes/featured
Planetizen	https://www.planetizen.com/
Planetizen Courses	https://www.youtube.com/c/PlanetizenCourses/featured
Recast City	https://www.recastcity.com/
Redevelopment Ready Communities Library	https://www.miplace.org/rrclibrary/
Sightline	https://www.sightline.org/
Smart Growth America	https://smartgrowthamerica.org/
Southeast Michigan Council of Governments (SEMCOG)	https://semcog.org/
State Historic Preservation Office (SHPO)	https://www.miplace.org/historic-preservation/
Strong Towns	https://www.strongtowns.org/
Tactical Urbanism Guides	http://tacticalurbanismguide.com/guides/

Policies and Procedures

Training Expectations

Redevelopment Ready Communities encourages the village to establish annual training targets for members. Doing this in the form of hours allows the village to measure progress but also affords flexibility to members to meet those goals in whatever way is easiest for them. Each development related board and commission member, with the exception of the zoning board of appeals, shall attend a minimum of six hours training annually. It is recommended that least one hour of that training should be completed independently, outside of regular meetings.

Village Council	6 hours annually
Planning Commission	6 hours annually
Downtown Development Authority	6 hours annually
ZBA	4 hours annually

Annual Joint Training, Meeting, or Workshop

To improve communication and collaboration between development related boards and commissions, the village should establish a tradition of holding **at least one annual joint training or meeting** event on a topic of common interest to officials. These meeting can be traditional formal meetings or of a more informal and collaborative nature. They could even be a hands-on workshop out in the community. This can and should be scheduled well in advance each year to ensure proper notice requirements are followed.

Training Reminders

The village should **add training as a standing agenda topic** for all of its development related boards and commission. This encourages consistent reminders about upcoming trainings and report outs from recent training events. Village staff will also encourage training by emailing opportunities to board and commission members or including training opportunities as part of meeting packets. Board and Commission members are encouraged to share training opportunities they come across with each other.

Post-Training Communication

Upon completion of training, staff and board members are asked to **share their lessons learned**. This can be **done via email, through handouts included in meeting packets, or verbally at the following meeting of the board or commission**. Village staff will remind board and commission members who attend trainings of this expectation.

Funding

There is no specific amount of training money which needs to be set, but the village should budget for some level of training each year for staff and officials as a dedicated line item(s). Ideally the village will assess its training needs at the beginning of each year and budget as close to those needs as possible. The village should also explore other funding methods including:

Free Trainings	Free trainings from local organizations (SEMCOG), state agencies (MEDC, SHPO, Treasury, MDOT), and national organizations (The White House, SmartGrowth, StrongTowns) are abundant and should be utilized first and as much as possible.
Scholarships	Training scholarships from organizations such as MML or MAP; these are commonly event specific.

Insurance Funds	Training funding through the village's insurance company; some offer funds to encourage training and therefore reduce their risk exposure.
Pooling Resources	Pooling resources with nearby communities to pay for training; this can often bring additional partners to the table too.
State Support	Working with state level partners such as RRC to potentially pay for training.

Annual Update

Training priorities will likely shift from year to year depending on emerging trends and the community's planning goals. As such, this document should be reviewed each year and adjusted for the upcoming year. The following steps should be taken:

STEP	DETAILS	TIMING
Assess Outcomes	Review the outcomes. If goals were not met, why? Compare against priority topics and identify ones that have been met or new ones that should be added	February
Conduct Updated Survey	Conduct an updated survey to determine success of prior year training strategy and determine new training interests	February
Update Strategy	Update the strategy document with new survey information	February
Review	Officials review document, make any needed edits	March
Distribution	Final version distributed	April

A Guide to Conducting In-House Training at Existing Meetings

This section of the Training Strategy will help you as you begin conducting in-house training at existing meetings. It is not meant to be the definitive guide for training at meetings, just something to get the conversation started.

1. Staff or Board Chair: **Ensure that training is on the agenda and the materials are included in the packet** or ensure that everyone has the training strategy and is reminded of the upcoming training.
 - a. It might be helpful to make training a standing agenda item at every meeting so that all that must be done is to put the specific resource or link to the resource in the packet
2. Board and Commission Members should be sure to **read or watch the assigned training materials before coming to the meeting.**
3. Chair or Vice Chair kicks off an open discussion, utilizing the following optional questions:
 - a. What were your overall thoughts on this material?
 - b. What was the thing that surprised you the most?
 - c. What surprised you the least?
 - d. Where/how do you think this could be applicable to the village?
 - e. What else would you like to learn in relation to this topic?
 - f. What are the next steps to implement some of these idea in our community?

Training Strategies 2024-2025

Village Council

The Lake Orion Village Council plays a crucial role in the development process as they have final say and authority over the master plan, zoning ordinance, annual budget, and most utilization of economic development incentives. All topics were identified through the Lake Orion Training Strategy Survey, conducted in February 2022.

Schedule	Priority Topic	Why/What	Resource Title & Hyperlink
May 2024	Master Plan to Zoning to Development	Ensuring your community attracts the types of development it wants starts with establishing a strong foundation in a master plan that is then articulated in your regulations to guide development.	Getting What You Want: Master Plan to Zoning to Development
July 2024	Housing	Just as the housing needs of individuals change over a lifetime, unprecedented shifts in both demographics and lifestyle have fundamentally transformed our nation's housing requirements.	AARP's Making Room: Housing for a Changing America
September 2024	Development Review Process	Understanding the Business Perspective	RRC QuickSheet: Understanding the Development Process
November 2024	Capital Improvements Plans	A CIP helps a municipality plan for its near-term public infrastructure needs.	RRC Capital Improvement Plans QuickSheet
January 2025	Capital Improvements Plans	A CIP is a list of capital projects (public buildings, infrastructure or large equipment), anticipated cost of	Getting Started: A CIP Plan Guide and Process Document

Attachment: Lake Orion_Training_Strategy_24-25 draft (6604 : Director's Report-DDA)

		those projects, scheduled over six or more years.	
March 2025	Development & Municipal Budgets	The financial considerations of development on your community's budget	RRC QuickSheet Budget Impacts
May 2025	Development and Parking	Eliminating parking minimums can reduce unnecessary parking supply and encourage development constrained by excessive minimum requirements.	Minus Minimums Development Response to the Removal of Minimum Parking Requirements in Buffalo (NY)
July 2025	Economic Development	"Livable communities are good for people and good for business. They are places where Americans increasingly want to live, work and play. Whether a person is young or old, starting a family or a business, livable communities provide a host of appealing advantages that enhance the quality of life of residents, the economic prospects of businesses and the bottom lines of local governments."	AARP Livability – Economic Development Workbook
September 2025	SEMCOG EV Webinar Series	As part of the effort toward educating communities on the topic of EV and EV infrastructure, SEMCOG held a webinar Series focusing on the initiatives at the State and Local Level.	Planning for Electric Vehicles (EVs): What does your community need to know?

November 2025	Local Incentive Policies	Economic development incentives are financial and nonfinancial support to help promote real estate projects and business growth.	RRC Guide for Local Incentive Policies
January 2024	Annual Joint Meetings	The annual joint meeting may be a chance to come to resolution on issues facing the community or it may be the first step in assigning some concrete tasks for the respective boards to accomplish.	RRC Annual Joint Meeting QuickSheet

Planning Commission

The Planning Commission assists with updating the Master Plan and reviews all amendments to the zoning ordinance and zoning map, special land uses, site plan approvals, and planned unit developments. All topics were identified through the Lake Orion Training Strategy Survey, conducted in February 2022.

Schedule	Priority Topic	Why/What	Resource Title & Hyperlink
May 2024	Master Plan to Zoning to Development	Ensuring your community attracts the types of development it wants starts with establishing a strong foundation in a master plan that is then articulated in your regulations to guide development.	Getting What You Want: Master Plan to Zoning to Development
July 2024	Zoning Reform	Zoning is a key tool for plan implementation and obsolete zoning regulations can discourage development and investment.	Enabling Better Places: Users Guide to Zoning Reform (RRC & CNU)

September 2024	Development Review Process	Understanding the Business Perspective	RRC QuickSheet: Understanding the Development Process
November 2024	Capital Improvements Plans	A CIP helps a municipality plan for its near-term public infrastructure needs.	RRC Capital Improvement Plans QuickSheet
January 2025	Capital Improvements Plans	A CIP is a list of capital projects (public buildings, infrastructure or large equipment), anticipated cost of those projects, scheduled over six or more years.	Getting Started: A CIP Plan Guide and Process Document
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July 2025	Economic Development	"Livable communities are good for people and good for business. They are places where Americans increasingly want to live, work and play. Whether a person is young or old, starting a family or a business, livable communities provide a host of appealing advantages that enhance the quality of life of residents, the	AARP Livability – Economic Development Workbook

		economic prospects of businesses and the bottom lines of local governments.”	
September 2025	SEMCOG EV Webinar Series	As part of the effort toward educating communities on the topic of EV and EV infrastructure, SEMCOG held a webinar Series focusing on the initiatives at the State and Local Level.	Planning for Electric Vehicles (EVs): What does your community need to know?
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Development Authority

The Downtown Development Authority is responsible for implementing the Downtown Development Plan Tax Increment Financing (TIF) Plan and generally promote the downtown as a destination area. The DDA offers small business financial incentives like façade improvement grants to facilitate the physical development of downtown commercial buildings. Similarly, the DDA’s efforts to promote downtown as a community gathering spot and economic engine are essential to fostering a high quality of life in Lake Orion.

Schedule	Priority Topic	Why/What	Resource Title & Hyperlink
May 2024	Master Plan to Zoning to Development	Ensuring your community attracts the types of development it wants starts with	Getting What You Want: Master Plan to Zoning to Development

		establishing a strong foundation in a master plan that is then articulated in your regulations to guide development.	
July 2024	Placemaking & Plan Implementation	When residents help identify and solve the challenges that affect their daily lives communities and local leaders are more likely to achieve and sustain success.	The Pop-Up Placemaking Tool Kit
September 2024	Development and Parking	Eliminating parking minimums can reduce unnecessary parking supply and encourage development constrained by excessive minimum requirements.	Minus Minimums Development Response to the Removal of Minimum Parking Requirements in Buffalo (NY)
November 2024	Capital Improvements Plans	A CIP helps a municipality plan for its near-term public infrastructure needs.	RRC Capital Improvement Plans QuickSheet
January 2025	Capital Improvements Plans	A CIP is a list of capital projects (public buildings, infrastructure or large equipment), anticipated cost of those projects, scheduled over six or more years.	Getting Started: A CIP Plan Guide and Process Document
March 2025	Traffic Calming	These measures are used to slow motor-vehicle traffic, often without reducing overall daily traffic volumes. The efforts increase safety and create a balanced urban environment	AARP Livability Fact Sheet - Traffic Calming

		for all users, including pedestrians and bicyclists.	
May 2025	Economic Development	“Livable communities are good for people and good for business. They are places where Americans increasingly want to live, work and play. Whether a person is young or old, starting a family or a business, livable communities provide a host of appealing advantages that enhance the quality of life of residents, the economic prospects of businesses and the bottom lines of local governments.”	AARP Livability – Economic Development Workbook
July 2025	SEMCOG EV Webinar Series	As part of the effort toward educating communities on the topic of EV and EV infrastructure, SEMCOG held a webinar Series focusing on the initiatives at the State and Local Level.	Planning for Electric Vehicles (EVs): What does your community need to know?
September 2025	Hands-On Community Engagement	For two decades, James Rojas and John Kamp have been looking to art, creative expression, and storytelling to shake up the classic community meeting.	Dream ▪ Play ▪ Build: Hands-On Community Engagement for Enduring Spaces and Places
November 2025	Local Incentive Policies	Economic development incentives are financial and	RRC Guide for Local Incentive Policies

		nonfinancial support to help promote real estate projects and business growth.	
January 2024	Annual Joint Meetings	The annual joint meeting may be a chance to come to resolution on issues facing the community or it may be the first step in assigning some concrete tasks for the respective boards to accomplish.	RRC Annual Joint Meeting QuickSheet

Zoning Board of Appeals

The Zoning Board of Appeals may grant an appeal to modify the zoning ordinance based on practical difficulties or hardships in carrying out the regulations of the ordinance. All topics were identified through the Lake Orion Training Strategy Survey, conducted in February 2022.

Schedule	Priority Topic	Why/What	Resource Title & Hyperlink
Q1	Primary Function of ZBA	For many communities, significant amounts of time can lapse without action from the Zoning Board of Appeals (ZBA). This time gap, however, can create significant legal problems for a community if regular attention is not being given to the ZBA.	MSU Extension: The importance of your Zoning Board of Appeals
Q2	Development and Parking	Eliminating parking minimums can reduce unnecessary parking supply and encourage development constrained by excessive minimum requirements.	Minus Minimums Development Response to the Removal of Minimum Parking Requirements in Buffalo (NY)
Q3	Appeals of Administrative Decisions	This article covers the importance of detailed minutes to document conformance (or not) with ordinance standards.	Administrative decisions require careful application to ordinance standards: Part 2
Q4	Traffic Calming	These measures are used to slow motor-vehicle traffic, often without reducing overall daily traffic volumes. The efforts increase safety and create a	AARP Livability Fact Sheet - Traffic Calming

		balanced urban environment for all users, including pedestrians and bicyclists.	
Q1	Accessory Dwelling Units	Accessory Dwelling Units (ADUs) have become a hot topic throughout the U.S. – with strong emotions on all sides of discussions about whether and where and how to allow them.	The Evolving World of ADU Regulations
Q2	Appeals of Administrative Decisions	The zoning board of appeals is the only entity authorized to hear appeals on the administration and enforcement of the zoning ordinance at the local level.	How to handle appeals of administrative decisions
Q3	Annual Joint Meetings	The annual joint meeting may be a chance to come to resolution on issues facing the community or it may be the first step in assigning some concrete tasks for the respective boards to accomplish.	RRC Annual Joint Meeting QuickSheet
Q4	Variances	A variance is official permission to deviate from a requirement of the zoning ordinance, granted by the Zoning Board of Appeals	RRC QuickSheet: Variances



Awards CATALOG

Recognizing Excellence in Oakland
County Downtown Development

**Make Plans Today to Attend
The Main Event Awards Ceremony**
June 6, 2024

Online Awards Submittal Form:
[Forms.oakgov.com/129](https://forms.oakgov.com/129)

Deadline: 5 p.m. on April 26, 2024

OAKLAND
COUNTY MICHIGAN
ECONOMIC DEVELOPMENT
DAVID COULTER
OAKLAND COUNTY EXECUTIVE

Packet Pg. 92

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Select Level

Berkley
Birmingham
Clawson
Farmington
Ferndale
Franklin
Highland
Holly
Lake Orion
Ortonville
Oxford
Pontiac
Rochester
Royal Oak

Partner (Associate) Level

Clarkston
Lathrup Village
Wixom
Auburn Hills
South Lyon

Allied (Affiliate) Level

Groveland Township
Hazel Park
Huron Corridor/Pontiac
Holly Township
Leonard
Lyon Township
Madison Heights
Oak Park



INTRODUCTION

Main Street Oakland County Awards

The Awards

Each community has had impactful people, projects and/or events that have shaped their downtown and given it renewed direction over the last year. Whether it be the individual who continues to lead the charge using the Main Street model as the focus of keeping downtown businesses open; the saving of a historic building that the community rallied behind; an event that grew from 10 attendees to 1,000; or a development that improved the long-term economic outlook of the downtown. Each award in this catalog represents the Four Main Street pillars: Design, Economic Vitality, Promotion, and/or Organization.

Winning a MSOC award brings prestige to your downtown and allows your community to take a bow highlighting the value of the work being done. In every category, winners will receive a custom-made plaque with a handcrafted tile from Pewabic Pottery, plus recognition in Oakland County's post award press release and social media.

- Winning could also mean additional dollars for your budget with the Spirit of Main Street Award sponsored by Genisys Credit Union.
- Each award description and eligibility requirements are detailed on the following pages. MSOC may award more than one winner for each category if it is deemed appropriate by the judging committees.
- MSOC designated districts may apply for only one award per category, for a total of 11 possible awards.

Submissions

All submissions will be made to MSOC via an online awards submittal form available at MainStreetOaklandCounty.com

Please enter one nomination per form. Enter community name, nomination name, etc. using this form. Select the award category from the pulldown menu. Nominations for additional categories can be submitted using the same online form/link.

Deadline

All award nominations must be received by Oakland County's Department of Economic Development by 5 p.m., April 26, 2024. If you have any questions regarding the submission process, you may contact John Bry at (248) 858-5444 or by email at bryj@oakgov.com

INTRODUCTION *(cont.)*

Extensions

There are no extensions to the deadline — no exceptions. Late entries will not be accepted, so please start early.

Award Judging

Award judges are professionals and experts in the field but may be from across the state or even out of state. Therefore, it is important to assume the judges are not familiar with your community and/or project so please be thorough and detailed with your submittals.

Helpful Tips

- Do not assume that the judges know your community or project.
- When reviewing the specific award criteria, think of ways that you can communicate why your nominee qualifies for the award.
- Be specific and provide short descriptions or bullet points highlighting the impact the individual or project has had on your Main Street program or community.
- Pictures are worth a thousand words; so, include high-quality photos where available to offer insight on the impact of your nomination/nominee. Good 'before' and 'after' photos are critical for the judges to make better evaluations — especially for physical project submissions such as façades, streetscapes or placemaking.
- Have a third party who is not familiar with the project, program, or individual read and review the content.
- Scan in (vs. using links) press clippings, letters of support, awards or other items that substantiate the reason you have made the specific nomination.

Awards



SPIRIT OF MAIN STREET

A Video Essay sponsored by Genisys Credit Union

Every MSOC community is eligible to enter and compete to win \$2,000 for its local program. Your video must be between 2-3 minutes in length, as one complete edited video. The video will be judged on content and production quality. Videos should be enthusiastic, energetic, and tell your story. The video needs to impart the spirit of your program and district.

Rules & Eligibility

- Video must be between 2-3 minutes in length, as a final edited version.
- Video must be new.
- Video must not be a contracted, professionally produced product.
- Past submitted videos are not eligible.
- Last year's winner is not eligible.

Judging Criteria

- Running time 2-3 minutes total
- Quality of imagery and audio
- Story line and delivery
- Originality and creativity
- People and/or places highlighted
- Excitement and energy conveyed
- Collaboration in production

The Prize

\$2,000 will be presented to the winner by Genisys Credit Union at The Main Event.

Tips

- Decide what your "Spirit of Main Street" story is.
- Develop a story line. It could be all-encompassing or a single, unique event/challenge/accomplishment that demonstrates your district's spirit.
- Determine who or what will tell the story; get it on video.
- Include images in the video to demonstrate a particular point.
- Give it a title — it helps the viewer understand what they are seeing.
- Music is always good.

Deadline of intent to participate

5 p.m. | April 26, 2024

Notification of intent to participate to:

John Bry, MSOC Program Coordinator
(248) 858-5444 | bryj@oakgov.com

Deadline for video submission:

May 17, 2024

ACHIEVEMENT IN HISTORIC PRESERVATION

The Main Street model has always been rooted in Historic Preservation. This award recognizes a program or project that spotlights a community's unique history, preserving its past and/or telling the important story of where the community came from. This could be anything from the physical preservation of a building or space, creating awareness of your historical assets, or developing a program designed to ensure your past is preserved for future generations.

Examples: Building renovation/preservation, historical markers, history tours, or establishing a historic district.

Rules & Eligibility

- The nomination is a program or project that was completed in the last year, uses the unique aspects of the community's history, and reflects the uniqueness of your community.
- The nomination can be for either a public or private entity or effort.

Deadline

5 p.m. | April 26, 2024

Need Help? Contact:

John Bry, *MSOC Program Coordinator*
(248) 858-5444 | bryj@oakgov.com

Judging Criteria

- Nomination's contribution toward achieving district goals
- Uniqueness and creativity of the program that addresses a pressing historic preservation need or new opportunity for the Main Street
- Positive impact that can be measured

BUSINESS INNOVATION & ENTREPRENEURSHIP

The Main Street approach is one of the leading Economic Development tools for downtowns throughout the U.S. Having strong businesses and business practices are essential to the Economic Vitality of our communities, and what that looks like in each Main Street can vary greatly. This award recognizes original and/or innovative programs or practices leading to the transformation of your local economy. This award is not an apples-to-apples comparison, think specifically about your Main Street program, the downtown, and what has moved the needle in a positive direction for your local economy over the last year.

Examples: Business training programs on topics like merchandizing and online sales, unique partnerships that add to the sense of place or creates opportunities for business growth, and new and innovative business practices that support entrepreneurship and small business development.

Rules & Eligibility

- Nomination can be a public policy or program, a private business or new private and/or public partnership.
- This can be a public initiative or series of initiatives.
- The nomination must support the overall economic vitality of your Main Street.

Deadline

5 p.m. | April 26, 2024

Need Help? Contact:

John Bry, MSOC Program Coordinator
(248) 858-5444 | bryj@oakgov.com

Judging Criteria

- Relevance to the district's strategies and goals
- Broad-based involvement and support in the development of the project
- Measurable results or impact upon the district

COMMUNITY ENGAGEMENT OR EVENT OF THE YEAR

This award recognizes an outstanding special event or digital, image, or public relations campaign that advanced new opportunities for your downtown. Getting people downtown to shop, eat and drink, have fun, explore, and live is a goal of all Main Street organizations. This award recognizes efforts that made the downtown more accessible or improved the visiting experience for visitors, businesses, and residents.

Examples can be special events, new platforms for shopping or visiting online, promotion through social media, podcasts, or other methods used to reach the public and promote your downtown.

Rules & Eligibility

- Project can be publicly-developed or a combination of private and public partnership.
- Project can be a reoccurring activity or one-time event.

Judging Criteria

- Nomination's relevance to the district's strategies and goals
- Broad-based involvement and support in the development of the project
- Collaborative and innovative partnerships
- Measurable outcomes leading to positive change

Deadline

5 p.m. | April 26, 2024

Need Help? Contact:

John Bry, MSOC Program Coordinator
(248) 858-5444 | bryj@oakgov.com

DOWNTOWN BEAUTIFICATION

Placemaking attracts businesses, customers, and residents to our Main Streets. Downtowns that offer exciting and unique things to do and see are more likely to experience greater investment. This award is for a project that has improved the physical appearance of a district through landscaping/streetscaping, public art, improved public spaces, or new private development.

Examples: Streetscape improvements, public art, new gathering spaces, and building rehabilitation or new construction.

Rules & Eligibility

- Project can be publicly- developed, privately-developed, or a combination.
- Project must contribute to the overall quality of the built environment of your downtown.
- Project must be accessible to all the stakeholders of the downtown district.

Judging Criteria

- Nomination's relevance to the district's long-term strategy and transformative goals
- Broad-based involvement and support in the development of the project
- Degree the project transformed the activity within the district

Deadline

5 p.m. | April 26, 2024

Need Help? Contact:

John Bry, MSOC Program Coordinator
(248) 858-5444 | bryj@oakgov.com

SMALL BUSINESS RETENTION AND ATTRACTION

Business retention and attraction are at the heart of economic development within the Main Street approach. A strong local economy is built through the character and unique mix of our businesses. This award recognizes the best program or effort that supported existing businesses or attracted new ones to your Main Street.

Examples: Using data and market analysis to create new strategies and/or programs, new permitting processes that made it easier for a business to locate or expand, or financial incentives such as façade and signage grants.

Rules & Eligibility

- Project can be a public or private initiative.
- Project must contribute to strengthening the district's economic vitality.

Judging Criteria

- Nomination's relevance to the district's long-term strategy and transformative goals
- Broad-based involvement and support in the development of the project
- Collaboration and innovation
- Degree the project transformed the economic vitality of the district
- Measurable results or impact upon the district

Deadline

5 p.m. | April 26, 2024

Need Help? Contact:

John Bry, MSOC Program Coordinator
(248) 858-5444 | bryj@oakgov.com

VOLUNTEER OF THE YEAR

The Main Street model is a grass roots, community-driven program. Good board members and volunteers are the life blood of every local program. The volunteers offer time, talent, and treasure to drive the revitalization or management process.

These volunteers serve on boards and committees, lead projects, lend a helping hand when needed and serve as positive community ambassadors for the district and its ongoing success. This award honors that special individual(s) who has invested considerable personal time and energy to enhance the downtown and organization in the last year. This award is for the individual(s) who has so positively influenced the community that their impact will continue to be felt for many years.

Rules & Eligibility

Nominee no longer needs be active with the Program/Downtown.

Judging Criteria

- Nominee's contribution toward achieving district goals and assisting with activities
- Extent of the nominee's participation, the quality and amount of the time donated (e.g., time volunteered, money raised, programs initiated, etc.)
- Degree which nominee's commitment went above and beyond expectations

Deadline

5 p.m. | April 26, 2024

Need Help? Contact:

John Bry, *MSOC Program Coordinator*
(248) 858-5444 | bryj@oakgov.com

MOBILITY ON MAIN STREET

Accessibility is a key to the success of our main streets. Downtowns are intended for everyone and adding services and amenities that ensure this are always important. This award recognizes projects and/or programs that have incorporated innovative strategies to enhance mobility, accessibility, and transit options in our communities. These projects/programs are sustainable, providing positive environmental impacts, are effective in creating alternative transit opportunities, and improve overall safety in downtowns.

Examples can be complete streets implementations, improved accessibility and connectivity projects, access to public transit, multi-modal infrastructure improvements, or community engagement programs that promote alternative mobility solutions.

Rules & Eligibility

- Project can be publicly-developed or a combination of private and public partnership.
- Project should demonstrate an impact to accessibility in the main street district.
- Project may be a physical improvement, technological improvement, public education or promotional campaign/event.

Deadline

5 p.m. | April 26, 2024

Need Help? Contact:

John Bry, *MSOC Program Coordinator*
(248) 858-5444 | bryj@oakgov.com

Judging Criteria

- Nomination's relevance to the district's strategies and goals
- Collaboration and innovative partnerships
- Measurable outcomes leading to positive change

MAIN STREET RESILIENCE

The Main Street approach has always been flexible, which is especially important when our downtowns face adversity. This award is for the community, Main Street program, or business that has continued to thrive even in tough times. Whether it be the lingering effects of the pandemic, ongoing staffing challenges, or other disasters where the Main Streets and their businesses have shown resilience.

Examples: Business recruitment/retention programs, business support and/or training programs that give businesses needed tools for success, unique partnerships that create vibrancy and interest in our downtowns, and other new and innovative business practices that support entrepreneurship and small business development.

Rules & Eligibility

- Project can be a public policy or program, a private business or new private and/or public partnership.
- This can be a public initiative or series of initiatives.
- The nominee must support the overall economic vitality of your Main Street.

Deadline

5 p.m. | April 26, 2024

Need Help? Contact:

John Bry, MSOC Program Coordinator
(248) 858-5444 | bryj@oakgov.com

Judging Criteria

- Nomination's relevance to the district's strategies and goals
- Broad-based involvement and support in the development of the project
- Measurable results or impact upon the district

OUTSTANDING PARTNERSHIP

Partnerships are vital to the Main Street approach and should be an everyday occurrence in a successful program. This award acknowledges a particularly successful partnership that created a positive impact on your downtown. Whether it be public-public, public-private, or private-private this partnership accomplished something that could not have been done alone.

Examples: Public spaces on private property, city/county/state programs, business to business support and/or events, or joint marketing.

Rules & Eligibility

- Project can be a public policy or program, a private business or new private and/or public partnership.
- This can be a public or private initiative or series of initiatives.
- The nominee must support the overall economic vitality of your Main Street.

Deadline

5 p.m. | April 26, 2024

Need Help? Contact:

John Bry, MSOC Program Coordinator
(248) 858-5444 | bryj@oakgov.com

Judging Criteria

- Nomination's relevance to the district's strategies and goals
- Broad-based involvement and support in the development of the project
- Measurable results or impact upon the district

MAIN STREET LEADER

While the Main Street model is volunteer-driven, great staff are equally important. The employees of the Main Street program are the daily faces of the downtown—visiting businesses, offering support, and implementing the program’s vision. Whether it be the Executive Director, the program coordinator, or the part-time assistant, the great work being done daily relies on these people. This award acknowledges the hard work and dedication of the Main Street staff, being there when needed and always remaining positive.

Rules & Eligibility

Nominee no longer needs to be employed by the Program/Downtown.

Judging Criteria

- Nominee’s contribution toward achieving district goals and assisting with activities
- Extent of the nominee’s participation and quality of work done
- Degree which nominee’s commitment went above and beyond expectations

Deadline

5 p.m. | April 26, 2024

Need Help? Contact:

John Bry, *MSOC Program Coordinator*
(248) 858-5444 | bryj@oakgov.com



Thank You

FOR ALL YOU DO!

If you have any questions regarding the award submissions, contact John Bry:
(248) 858-5444 | bryj@oakgov.com

Online Awards Submittal Form, visit:
Forms.oakgov.com/129





COUNCIL ACTION SUMMARY SHEET

MEETING DATE: February 26, 2024

TOPIC: Invoice Approval - February 26, 2024

ITEM: Approval of Invoices for February 26, 2024

RECOMMENDED MOTION: To approve February 26, 2024, bills in the amount of \$119,125.55 of which \$4,977.49 are DDA Bills for a net total of \$114,148.06 are approved for payment; and to receive and file the DDA bills.

ATTACHMENTS:

check reg. 2.27.24

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check
Fund 101 GENERAL FUND					
Dept 000 REVENUE					
101-000-228-200	MARSHALL	STATE OF MICHIGAN	SEX OFFENDER REGISTRY	30.00	
101-000-279-000	RETIREE HEALTHCARE-RETIREE PORTI	BLUE CROSS BLUE SHIELD OF	RETIREE COVERAGE 3-1-2024-3-31-2024	978.48	
101-000-279-000	RETIREE HEALTHCARE	BLUE CROSS BLUE SHIELD OF	ROSSMAN RETIREE HEALTHCARE	442.94	
101-000-279-000	OVERPAYMENT RETIREE HEALTH INSUR	DAVID SNELLING	OVERPAYMENT	199.66	
101-000-281-000	CONSTELLATION BAY	MCKENNA ASSOCIATES, INC.	SERVICES JAN 1-JAN 31	832.50	
101-000-281-000	1ST AS BUILT REVIEW	NOWAK & FRAUS ENGINEERS	M775 BLANCH SIMS ELEMENTARY THRU JAN 28	106.25	
101-000-281-000	CONSTELLATION BAY	NOWAK & FRAUS ENGINEERS	N034 CONSTELLATION BAY THRU JAN 28 2024	250.00	
101-000-281-000	CONSTRUCTION	NOWAK & FRAUS ENGINEERS	N035 MYSTIC COVE THRU JAN 28 2024	2,476.25	
101-000-281-000	597 MILLER	NOWAK & FRAUS ENGINEERS	N569 ORION VILLAS-597 MILLER RD THRU JF	750.00	
101-000-281-000		NOWAK & FRAUS ENGINEERS	N808 PENINSULA CONDOMINIUMS SERVICES TH	952.50	
Total For Dept 000 REVENUE				7,018.58	
Dept 215 VILLAGE CLERK					
101-215-801-000	INTERNET RENEWAL PERIOD	AMERICAN LEGAL PUBLISHING	INTERNET RENEWAL PERIOD 3/13/24-3/13/25	550.00	
Total For Dept 215 VILLAGE CLERK				550.00	
Dept 228 Information Technology					
101-228-801-000	MONTHLY BILLING FOR JANUARY	VC3, INC.	MONTHLY BILLING	1,654.50	
101-228-801-000	MONTHLY BILLING FOR CLOUD PROT	VC3, INC.	MONTHLY BILLING CLOUD PROT FEB	92.00	
101-228-801-000	MICROSOFT 365 AGREEMENT	VC3, INC.	MICROSOFT 365 AGREEMENT MONTHLY PAYMENT	226.10	
Total For Dept 228 Information Technology				1,972.60	
Dept 260 GENERAL ACTIVITIES					
101-260-716-001	RETIREE HEALTHCARE	BLUE CROSS BLUE SHIELD OF	RETIREE COVERAGE 3-1-2024-3-31-2024	856.19	
101-260-722-000	8%	MML WORKERS' COMP FUND	QUARTERLY PAYMENT 4TH QUARTER	336.24	
101-260-727-000	VILLAGE WATER RENTAL	CRYSTAL WATER COMPANY	VILLAGE WATER JANUARY	49.00	
101-260-727-000	PAPER 4 REAMS	ODP BUSINESS SOLUTIONS LLC	OFFICE SUPPLIES	65.74	
101-260-729-000	REPLENISH PETTY CASH	PETTY CASH	REPLENISH PETTY CASH	17.36	
101-260-830-000	MARCH	GFL ENVIRONMENTAL USA	MONTHLY WASTE PICKUP ACCT # 001661554	21,142.60	
101-260-920-000	20 E SHADBOLT ACCT # 1030 1598 9	CONSUMERS ENERGY	JANUARY BILL	1,774.27	
101-260-930-000	MATS FOR VILLAGE OFFICE FEBRUARY	DarWel ENTERPRISES LLC	MONTHLY MAT RENTAL VILLAGE OFFICES	195.97	
101-260-930-000	02/12/24 VILLAGE WINDOW CLEANI	ECHTINAW, WAYNE S.	VILLAGE WINDOW CLEANING	100.00	
101-260-930-000	ACCT 28473094 VILLAGE MONTHLY FE	ORKIN PEST CONTROL	MONTHLY PEST BILL	104.99	
101-260-956-000	2/1/24-2/29/24	BASIC BENEFITS	MONTHLY COBRA FEE- FEBRUARY	33.97	
Total For Dept 260 GENERAL ACTIVITIES				24,676.33	
Dept 721 PLANNING AND ZONING					
101-721-801-000	2.5.24	SMITH, DANIELLE	PLANNING COMMISSION MEETING MINUTES 2.5	150.00	
101-721-829-000	PROFESSIONAL VIRTUAL OFFICE HOUR	MCKENNA ASSOCIATES, INC.	SERVICES JAN 1-JAN 31	5,040.00	
101-721-832-001	PROPERTY INVENTORY & MAPPING PRO	MCKENNA ASSOCIATES, INC.	VILLAGE OWNED PROPERTY INVENTORY & MAP	1,200.00	
101-721-840-000	MONTHLY RETAINER	MCKENNA ASSOCIATES, INC.	SERVICES JAN 1-JAN 31	1,300.00	
Total For Dept 721 PLANNING AND ZONING				7,690.00	
Dept 880 CONTRACT SERV - LEAGAL/ACCTING/ENGINEER					
101-880-806-000	M629 GENERAL ENGINEERING	NOWAK & FRAUS ENGINEERS	M629 GENERAL ENGINEERNIG SERVICES THRU	800.00	
101-880-806-000	N885 ENGINEERING DESIGN 10%	NOWAK & FRAUS ENGINEERS	N885 ENGINEERING DESIGN THRU JAN 28 202	165.00	
Total For Dept 880 CONTRACT SERV - LEAGAL/ACCTING/ENGIN				965.00	
Total For Fund 101 GENERAL FUND				42,872.51	

02/22/2024 10:08 AM
User: stouts
DB: Village Of Lake

INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION
EXP CHECK RUN DATES 02/27/2024 - 02/27/2024
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

Page: 2/4

9.A.1.a

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check
Fund 202 MAJOR STREET FUND					
Dept 260 GENERAL ACTIVITIES					
202-260-801-000	N885 ENGINEERING DESIGN 20%	NOWAK & FRAUS ENGINEERS	N885 ENGINEERING DESIGN THRU JAN 28 202	330.00	
202-260-801-000	BRIDGE INSPECTION LOAD RATING	SPICER GROUP	BRIDGE INSPECTION LOAD RATING	2,950.00	
Total For Dept 260 GENERAL ACTIVITIES				3,700.30	
Dept 463 ROUTINE MAINTENANCE					
202-463-726-000	ASPHALT PATCH	CADILLAC ASPHALT, LLC	UPM-COLD PATCH	178.20	
202-463-726-000	ASPHALT PATCH	CADILLAC ASPHALT, LLC	UPM-COLD PATCH	417.60	
202-463-726-000	PROPANE HEATERS	LAKE ORION EQUIPMENT RENT	PROPANE FOR ASPHALT PATCH MACHINE	58.74	
202-463-801-000	N732 PAVEMENT ASSET MAJOR STREET	NOWAK & FRAUS ENGINEERS	N732 PAVEMENT ASSET JAN 28, 2024	46.88	
Total For Dept 463 ROUTINE MAINTENANCE				701.42	
Total For Fund 202 MAJOR STREET FUND				4,401.72	
Fund 203 LOCAL STREET FUND					
Dept 260 GENERAL ACTIVITIES					
203-260-722-000	10%	MML WORKERS' COMP FUND	QUARTERLY PAYMENT 4TH QUARTER	420.30	
203-260-801-000	N885 ENGINEERING DESIGN 10%	NOWAK & FRAUS ENGINEERS	N885 ENGINEERING DESIGN THRU JAN 28 202	165.00	
Total For Dept 260 GENERAL ACTIVITIES				585.30	
Dept 463 ROUTINE MAINTENANCE					
203-463-801-000	N732 PAVEMENT ASSET LOCAL STREET	NOWAK & FRAUS ENGINEERS	N732 PAVEMENT ASSET JAN 28, 2024	140.62	
Total For Dept 463 ROUTINE MAINTENANCE				140.62	
Total For Fund 203 LOCAL STREET FUND				725.92	
Fund 207 POLICE FUND					
Dept 301 POLICE/SHERIFF/CONSTABLE					
207-301-701-001	5 HRS AT OVERTIME RATE 45.41	ERIN LOOMIS	COURT TIME FOR TERMINATED EMPLOYEE	249.76	
207-301-716-001	RETIREE HEALTHCARE	BLUE CROSS BLUE SHIELD OF	RETIREE COVERAGE 3-1-2024-3-31-2024	856.19	
207-301-716-001	RETIREE HEALTHCARE	BLUE CROSS BLUE SHIELD OF	ROSSMAN RETIREE HEALTHCARE	1,328.82	
207-301-722-000	44%	MML WORKERS' COMP FUND	QUARTERLY PAYMENT 4TH QUARTER	1,849.32	
207-301-801-000	PATROL 01/2024	CHARTER TOWNSHIP OF ORION	OAKLAND COUNTY DISPATCH 01/2024	43,581.36	
207-301-804-000	SHERIFF DISPATCH SERVICES MARCH	OAKLAND COUNTY TREASURER	SHERIFF DISPATCH SERVICES	3,405.92	
207-301-931-000	FUSE-CIRCUIT BREAKER BLOCK	CYNERGY PRODUCTS	VEHICLE REPAIRS	215.00	
207-301-956-000	PSYCHOLOGICAL SERVICES	ALPHA PSYCHOLOGICA SERVICE	PSYCHOLOGICAL (MIRES)	775.00	
Total For Dept 301 POLICE/SHERIFF/CONSTABLE				52,261.37	
Total For Fund 207 POLICE FUND				52,261.37	
Fund 225 DEPT OF PUBLIC WORKS FUND					
Dept 441 DEPARTMENT OF PUBLIC WORKS					
225-441-716-001	RETIREE HEALTHCARE	BLUE CROSS BLUE SHIELD OF	RETIREE COVERAGE 3-1-2024-3-31-2024	3,180.14	
225-441-722-000	3%	MML WORKERS' COMP FUND	QUARTERLY PAYMENT 4TH QUARTER	126.09	
225-441-740-000	WORK GLOVES/CIRCULAR SAW	AMAZON CAPITAL SERVICES	AMAZON	43.99	
225-441-821-000	UNIFORM CLEANING 02/21/24	UniFIRST	WEEKLY DPW UNIFORM CLEANING	112.37	
225-441-821-000	UNIFORM CLEANING 02/14/24	UniFIRST	WEEKLY DPW UNIFORM CLEANING	97.22	
225-441-865-000	FUEL CARD FEE	7-ELEVEN MASTERCARD	FUEL PURCHASES	5.09	
225-441-920-000	362 CASS ACCT# 1030 1701 1398	CONSUMERS ENERGY	JANUARY BILL	1,521.57	
225-441-930-000	SECURITY SYSTEM FOR DPW	AMAZON CAPITAL SERVICES	AMAZON	251.96	
225-441-930-000	SECURITY SYSTEM FOR DPW	AMAZON CAPITAL SERVICES	AMAZON	329.97	
225-441-932-000	BROKEN PLOW PARTS	BOSTICK TRUCK CENTER	BROKEN PLOW	600.00	
225-441-932-000	BROKEN SALTER FOR ORANGE DUMP TR	BOSTICK TRUCK CENTER	DUMP TRUCK	106.99	
Total For Dept 441 DEPARTMENT OF PUBLIC WORKS				6,37	

Attachment: check reg. 2.27.24 (6605 : Invoice Approval - February 26, 2024)

02/22/2024 10:08 AM

User: stouts

DB: Village Of Lake

INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

EXP CHECK RUN DATES 02/27/2024 - 02/27/2024

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Page: 3/4

9.A.1.a

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check
Fund 225 DEPT OF PUBLIC WORKS FUND					
Dept 443 PHASE II STORMWATER					
225-443-801-000	N885 ENGINEERING DESIGN 10%	NOWAK & FRAUS ENGINEERS	N885 ENGINEERING DESIGN THRU JAN 28 202	165.00	
		Total For Dept 443 PHASE II STORMWATER		165.00	
		Total For Fund 225 DEPT OF PUBLIC WORKS FUND		6,540.39	
Fund 231 PARKING METER/SYSTEM FUND					
Dept 333 PARKING					
231-333-722-000	1%	MML WORKERS' COMP FUND	QUARTERLY PAYMENT 4TH QUARTER	42.03	
		Total For Dept 333 PARKING		42.03	
		Total For Fund 231 PARKING METER/SYSTEM FUND		42.03	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Dept 260 GENERAL ACTIVITIES					
248-260-829-000	DDA DUMPSTER 1 HR PRINCIPAL	NOWAK & FRAUS ENGINEERS	M629 GENERAL ENGINEERNIG SERVICES THRU	150.00	
248-260-851-000	118 N BROADWAY	COMCAST	118 N BROADWAY FEB 7-MAR 06	205.39	
248-260-851-000	JANUARY/FEBRUARY	MISWITCH COMMUNICATIONS	PHONE	185.14	
248-260-920-000	118 N BROADWAY ACCT# 1000 6299 5	CONSUMERS ENERGY	JANUARY BILL	378.13	
248-260-930-002	MATS	DarWel ENTERPRISES LLC	MATS	35.83	
		Total For Dept 260 GENERAL ACTIVITIES		954.49	
Dept 725 ORGANIZATION					
248-725-825-000	CERTS 4473/4474	ACCENT ON ART	DOWNTOWN DOLLARS REDEMPTION	50.00	
248-725-825-000	16 DOWNTOWN DOLLARS CERTS	FORK N PINT	DOWNTOWN DOLLARS REDEMPTION	400.00	
248-725-825-000	CERTS #4494-4495	PRIME TIME CARDS & COMICS	DOWNTOWN DOLLARS REDEMPTION	50.00	
248-725-825-000	CERTIFICATE REDEMPTION (6)	TWICE BLESSED	DOWNTOWN DOLLARS REDEMPTION	150.00	
		Total For Dept 725 ORGANIZATION		650.00	
Dept 728 ECONOMIC DEVELOPMENT					
248-728-888-000	MONTHLY FEE FOR ADVERTISING	20 FRONT STREET CONCEPTS,	MARKETING	300.00	
248-728-888-000	ICE FEST PROMOTION	VIEW NEWSPAPER GROUP	MONTHLY ADVERTISING	828.00	
248-728-888-001	CONTRACT MARKETING	HUDSON COLLECTIVE	MARKETING AND BRANDING	2,245.00	
		Total For Dept 728 ECONOMIC DEVELOPMENT		3,373.00	
		Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND		4,977.49	
Fund 592 WATER AND SEWER FUND					
Dept 548 SEWER ACTIVITIES					
592-548-801-000	N434 SANITARY SEWER PUMP STATION	NOWAK & FRAUS ENGINEERS	N434 SANITARY SEWER PUMP STATION IMPROV	2,250.00	
592-548-801-000	N885 ENGINEERING DESIGN 25%	NOWAK & FRAUS ENGINEERS	N885 ENGINEERING DESIGN THRU JAN 28 202	412.50	
592-548-995-000	INTEREST FOR BONDS CRWRRF SERIES	OAKLAND COUNTY TREASURER	INTEREST FOR MUNICIPALITIES FOR BONDS	2,222.40	
		Total For Dept 548 SEWER ACTIVITIES		4,884.90	
Dept 556 WATER ACTIVITIES					
592-556-722-000	24%	MML WORKERS' COMP FUND	QUARTERLY PAYMENT 4TH QUARTER	1,008.72	
592-556-726-000	SUPPLIES	GUNNERS METERS & PARTS,	1HYDRANT METERS	998.00	
592-556-801-000	N885 ENGINEERING DESIGN 25%	NOWAK & FRAUS ENGINEERS	N885 ENGINEERING DESIGN THRU JAN 28 202	412.50	
		Total For Dept 556 WATER ACTIVITIES		2,419.22	
		Total For Fund 592 WATER AND SEWER FUND		7,304.12	

Attachment: check reg. 2.27.24 (6605 : Invoice Approval - February 26, 2024)

Attachment: check reg. 2.27.24 (6605 : Invoice Approval - February 26, 2024)

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check
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Fund Totals:		
Fund 101	GENERAL FUND	42,872.51
Fund 202	MAJOR STREET F	4,401.72
Fund 203	LOCAL STREET F	725.92
Fund 207	POLICE FUND	52,261.37
Fund 225	DEPT OF PUBLIC	6,540.39
Fund 231	PARKING METER/S	42.03
Fund 248	DOWNTOWN DEVEL	4,977.49
Fund 592	WATER AND SEWE	7,304.12
Total For All Funds:		119,125.55

Attachment: check reg. 2.27.24 (6605 : Invoice Approval - February 26, 2024)



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: February 26, 2024

TOPIC: Extension of Intergovernmental Law Enforcement Services Contract with Orion Township

BACKGROUND BRIEF:

Police Chief Stanfield is requesting that Village Council authorize a 60-day extension of the Village's contract with the Charter Township of Orion for Oakland County Sheriff's Office (OCSO) police patrol services to allow the Lake Orion Police Department additional time to bring police staffing to the necessary level. The current contract expires on March 3, 2024, unless extended by mutual written agreement. If authorized by Council, the Village Manager will contact the Orion Township Supervisor to arrange for an extension.

Attached is Chief Stanfield's request for an extension of the agreement as well as a copy of the services agreement for the information of Council.

SUMMARY OF PREVIOUS COUNCIL ACTION:

None

FINANCIAL IMPACT:

The cost for patrol services through Orion Township and OCSO is approximately \$45,000 per month. Costs are partially offset by the wage and benefit appropriations in the Police Fund for currently vacant positions. Costs in excess of those offset by existing appropriations will be covered by the Police Fund unrestricted reserves.

RECOMMENDED MOTION:

To authorize the Village Manager to request from the Charter Township of Orion an extension of the Intergovernmental Law Enforcement Services Contract effective December 3, 2023, for an additional period of sixty (60) days from March 4, 2024, until May 3, 2024, and further to authorize the Village Manager to execute the agreement for extension on behalf of the Village after approval by the Village Attorney.

ATTACHMENTS:

Police Chief Request to Extend Intergovernmental Law Enforcement Services Contract with Orion Township

CTO-VLO Intergovernmental Law Enforcement Services Contract - fully signed 12-7-2023

Subject: Request for Extension of Law Enforcement Service Agreement 02/14/24

Dear Mr. McClary,

I am writing to inform you of certain challenges we are currently facing in the process of hiring full-time police officers to fill the vacant positions within our community. As you are aware, our current contract with Orion Township and the Oakland County Sheriff's Office (OCSO) for a 90-day patrol has been instrumental in maintaining public safety during this transition period.

Regrettably, due to unforeseen circumstances and challenges in the hiring process, we find ourselves experiencing setbacks that may impact our ability to secure full-time officers within the originally agreed-upon timeframe. Therefore, I am writing to formally request a 60-day extension to the existing contract, which includes a 30-day extension period. This extension will provide us with the necessary time to complete the hiring process and ensure a seamless transition in law enforcement services for our community.

I want to assure you that we are actively addressing the issues causing delays in the hiring process, and we remain committed to securing qualified and dedicated officers for our community's safety. I believe that the extension will allow us the time needed to overcome the challenges we are currently facing and ensure that the community continues to receive the high standard of law enforcement services it deserves.

I kindly request your support in seeking the extension with the Oakland County Sheriff's Office for the Law Enforcement Service Agreement. I am confident that this extension will serve the best interests of our community and maintain the level of safety and security our residents expect.

Thank you for your understanding and cooperation in this matter. I am available to discuss any details or concerns you may have regarding this request.

Sincerely,
Todd Stanfield
Chief of Police

STATE OF MICHIGAN
COUNTY OF OAKLAND

CHARTER TOWNSHIP OF ORION AND VILLAGE OF LAKE ORION
INTERGOVERNMENTAL LAW ENFORCEMENT SERVICES CONTRACT

AGREEMENT, by and between the Charter Township of Orion, a Michigan municipal corporation, whose address is 2323 Joslyn Road, Lake Orion, Michigan 48360 ("Orion") and the Village of Lake Orion, a Michigan municipal corporation, whose address is 21 East Church Street, Lake Orion, Michigan 48362 ("Lake Orion").

RECITATIONS:

WHEREAS, Lake Orion is situated wholly within Orion, and Lake Orion is desirous of providing law enforcement services, for persons and property located in the Village, but is temporarily unable to maintain its current police department because of current staffing issues; and

WHEREAS, Orion currently contracts with Oakland County and the Oakland County Sheriff's Office (OCSO) for the provision of law enforcement services within Orion Township; and

WHEREAS, Orion is willing and able to provide, and Lake Orion is desirous for, law enforcement services for Lake Orion on a temporary basis as provided for in this Agreement.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Besides the terms "Orion" and "Lake Orion," which are defined above and are referred to herein together as the "parties," the parties agree that for all purposes, as used throughout this Agreement, the following terms and expressions whether used in the singular or plural, possessive or non-possessive: and/or either within or without quotation marks, shall be defined and interpreted as provided herein.

- a. The term "County Contract" shall mean and include that certain "Oakland County Sheriff's Office Law Enforcement Services Agreement with the Charter Township of Orion," a copy of which has been attached hereto and incorporated herein by this reference, as well as any future amendments thereto and any and all future renewals or new contracts between the OCSO and Orion for the provision of law enforcement services in Orion.
- b. The term "law enforcement services" shall be defined and interpreted as the prevention and detection of crime and the enforcement of the general criminal laws of this state, as provided for by state statutes and Lake Orion ordinances, including the writing of tickets for motor vehicle and traffic ordinance violations and laws of this state, and shall also include road patrol, crime detection, crime prevention, and criminal apprehension, as well as any necessary supervision of Sheriff's Deputies, or other circumstances involving public safety, a breach of peace, civil infractions, accidents or accidental injuries, and any related governmental law enforcement functions as authorized and/or mandated by law, as limited by and to the extent of the Number(s) and Rank(s) of Sheriff's Deputies

contracted for or by Orion under the County Contract The law enforcement services contemplated and to be provided under this Agreement are strictly limited to those governmental law enforcement services authorized by law and by the County Contract to be performed by the OCSO. Such services are non-exclusive to the extent that the Sheriff's Deputies performing services under this Agreement shall simultaneously continue to provide such services to Orion pursuant to the County Contract.

- c. The terms "Oakland County Sheriff's Office," "OCSO," "Sheriff," "Sheriff's Deputy," "County," and "County Official," shall carry the same definition, meaning and interpretation as set forth in the County Contract, attached hereto, and which definitions are incorporated herein and made a part hereof by this reference.
- d. The term "Claims" means any alleged losses, claims, complaints, demands for relief or damages, suits, causes of action, proceedings, judgments, deficiencies: liability, penalties, litigation, costs, and/or expenses of any kind which are imposed upon, incurred by, or asserted against a party.

2. Commencing on Sunday, December 3, 2023, at 7:00 A.M., and for the term of this Agreement, Orion shall, by and through those Sheriff's Deputies assigned to Orion under a County Contract, furnish law enforcement services to Lake Orion, to the best of its ability, subject to and in accordance with the terms and provisions of this Agreement and the terms and provisions of the County Contract applicable at the time of providing such services. Specifically, Orion shall provide two (2) eight-hour shifts of coverage during afternoon and midnight shifts from 3:00 P.M. until 7:00 A.M. Monday through Friday and three (3) eight-hour shifts of coverage on Saturdays and Sundays. Lake Orion Police Department will provide one (1) eight-hour shift of coverage from 7:00 A.M. until 3:00 P.M. Monday through Friday. The Lake Orion Police Department may request additional coverage from Orion if needed due to staffing constraints. Should the Lake Orion Police require added coverage, said representative of Lake Orion Police shall call the Oakland County Sheriff's Command desk as well as the Orion Township Substation Commander in a reasonable amount of time to assure coverage is available. The Lake Orion Police Department, with the approval of the Village Manager, may request a reduction or cessation in coverage from Orion at any time with reasonable notice to Orion as Lake Orion Police Department increases its own workforce. This Agreement can be terminated at any time by either party with or without cause in writing with fourteen (14) days' notice of termination.

3. In consideration for providing law enforcement services, Lake Orion shall pay to Orion an amount equivalent to the overtime rate of the rank of Deputy II (as based on the regular rate set forth in Attachment A) for services rendered to Lake Orion, this includes all law enforcement services provided to Lake Orion during the duration of the Agreement, Lake Orion is responsible for any legal fees accrued with this Agreement. Payments will be due on the 1st of each month. If all or any portion of any payment under this Agreement is not made within 30 days of its due date, a fee in the amount of 5.0% of the unpaid amount (such fee being referred to herein as the "late fee") shall be added to the amount due and owing at that time and an additional late fee shall thereafter be added for each subsequent 30 day period that any portion of the quarterly payment plus accumulated late fees remains unpaid. Orion shall invoice Lake Orion monthly for all such costs.

4. Under the terms of this Agreement, those Sheriff's Deputies assigned to Orion pursuant to the County Contract shall provide law enforcement services in both Orion and Lake Orion. It is understood and acknowledged that ~~no~~ deputies will be hired on overtime from the Orion Township Substation for purposes of this agreement. It is further acknowledged and understood, that the Sheriff retains the right to consolidate the assigned shifts of Sheriff's Deputies in order to concentrate law enforcement efforts to meet particular law enforcement priorities and needs, and the Sheriff shall assign shifts to Sheriff's Deputies contracted for under County Contract so as to provide the broadest possible coverage of law enforcement services.

5. Lake Orion agrees that the Sheriff shall assign Sheriff's Deputies, in such number(s) and rank(s) as provided for in the County Contract, to perform any and all law enforcement services contemplated in this Agreement within the corporate limits of Lake Orion and Orion. Law enforcement services, as defined above, shall not include police related "support services," such as Marine Division, Arson Investigation, Detective and Crime Lab services, which the Oakland County Sheriff's Department now provides on a county-wide basis. Nevertheless, such additional "support services" shall continue to be made available, at no additional cost to Lake Orion, to the same extent that the OCSO continues to make such law enforcement "support services" available, at no additional charge, to all other communities within Oakland County.

a. Lake Orion acknowledges that, except as provided for under the terms of this Agreement and the County Contract, the Sheriff has only limited responsibility for law enforcement services in Lake Orion and is not otherwise required, except as provided herein, to assign any specific or additional number(s) or rank(s) of Sheriff's Deputies to provide law enforcement services to Lake Orion.

b. Notwithstanding any other provision in this Agreement, this Agreement shall not be interpreted to include any warranty, promise or guarantee, either express or implied, or of any kind or nature whatsoever, in favor of Lake Orion and/or any other person or Lake Orion resident that the provision of law enforcement services under this Agreement will result in any specific reduction or prevention of criminal activity within Lake Orion or any other performance based outcome.

c. Lake Orion acknowledges that neither Orion nor the OCSO is required to increase the number of Sheriff's Deputies assigned to the Orion Substation for purposes of this Agreement.

6. Orion and Lake Orion agree that the sole and exclusive purpose of this Agreement is to provide temporary law enforcement services in and for Lake Orion to the extent and in the manner provided in this Agreement. Except as otherwise expressly provided for in this agreement, Lake Orion agrees that this Agreement does not, and is not intended to, create, by implication or otherwise, any specific, direct or indirect obligation, duty, promise, benefit, and/or special right to OCSO's law enforcement services in favor of or to the benefit of any particular person(s) beyond the OCSO's and/or any Sheriff's Deputy's law enforcement officer duty, as established under existing law, to the general public. Lake Orion shall not have the right under this Agreement to assign, delegate, or otherwise, transfer, promise, commit, or lend any law enforcement services, duties, or obligations to any other public or private person, corporation, entity, or organization of any kind.

7. The Sheriff's Deputies shall continue to operate out of the existing Orion substation. No separate substation shall be offered or provided by or in Lake Orion. Orion shall be responsible for the provision of the substation facilities in accordance with the terms of the County Contract.
8. At the discretion of Oakland County Sherriff Department and as allowed by law, appearance tickets or any other violation will be written in accordance with the applicable Lake Orion ordinances, Orion ordinances or State law. For purposes of this temporary agreement, Oakland County Sherriff Deputies will not be required to issue any ticket, appearance ticket or other violation under Lake Orion ordinances, unless mutually agreed between the parties. Rather, Oakland Sherriff Deputies shall issue tickets and all other violations under the applicable ordinances or statutes at their discretion and as allowed by law. Any administrative cost, court or prosecution costs associated with the violations or tickets issued under Lake Orion ordinances will be the responsibility of Lake Orion.
9. Copies of Lake Orion's ordinances and any stationery, notices, forms, Lake Orion ordinance appearance tickets, etc. which are required to bear the name of Lake Orion, shall be supplied to the OCSO by Lake Orion at Lake Orion's sole cost and expense.
10. Except as expressly provided for in this Agreement, Lake Orion agrees that this Agreement does not, and is not to, transfer, delegate, or assign to Orion, the County, the Sheriff, and/or any Sheriff's Deputy any civil or legal responsibility, obligation, duty of care, or liability associated with any governmental function delegated and/or entrusted to Lake Orion under existing law.
11. Except as expressly provided for under the terms of this Agreement, no Sheriff's Deputy while acting under the terms of this Agreement shall perform and services directly or otherwise be available to perform any work or assignments, and no Sheriff's Deputy shall be otherwise employed or utilized, in any manner or capacity, by Lake Orion.
12. In the event of any questions or concerns with respect to the law enforcement services provided to Lake Orion under this Agreement, Lake Orion, through its Village Manager, shall communicate such concerns and questions to the Orion Supervisor, and visa versa. Lake Orion shall not provide, furnish, or assign any Sheriff's Deputy any job instructions, job descriptions, job specifications, or job duties, or in any manner attempt to control, supervise, train, or direct any Sheriff's Deputy in the performance of any duty or obligation under the terms of this Agreement.
13. Lake Orion agrees to promptly notify and/or provide the Sheriff with any information that may come to its knowledge or possession regarding any act contrary to the terms and conditions of this Agreement, or any other questionable acts or omissions, or any allegation of same by any Sheriff's Deputy. Lake Orion also agrees that it shall promptly deliver to the Sheriff written notice and copies of any complaint(s), charge(s), or any other accusation(s) or allegation(s) of wrongdoing, whether civil or criminal in nature, which Lake Orion becomes aware of regarding any Sheriff's Deputy. Lake Orion agrees to cooperate with OCSO in any investigation conducted by the Sheriff into the character or fitness of any Sheriff's Deputy.
14. The Term of this Agreement shall be from the date of commencement of law enforcement services as set forth in Paragraph 2, above, and shall remain in effect until Sunday, March 3, 2024, at 10:59 P.M. unless extended by written mutual agreement of the parties for additional thirty (30) day periods or until the County Contract expires or terminates by its terms or otherwise, whichever occurs first. In the event the County

Contract expires or terminates by its terms and a renewal or new County Contract is entered into for the continuation of law enforcement services in Orion, this Agreement shall, unless otherwise terminated by either party as stated in Paragraph 2, be extended under the terms of this Agreement, and shall be subsequently extended in the same manner thereafter in the event of additional future renewals or new County Contracts for such services. With each such extension of this Agreement, Orion shall provide to Lake Orion a copy of the renewal or new County Contract and the parties agree that the County Contract attached hereto at the time shall be replaced with the renewal or new County Contract, and such replacement County Contract shall be and is hereby automatically incorporated herein and made a part of this Agreement without further action by either of the parties.

15. This Agreement is neither intended, nor shall it be interpreted, to create, change, modify, supplement, supersede, or otherwise affect or control, in any manner or at any time, the terms or conditions of the County Contract. Lake Orion has received and reviewed the current County Contract, a copy of which is attached hereto, and accepts and acknowledges that it shall undertake no act nor make any omission that would result in a violation, breach, termination, default, obfuscation, limitation or reduction of the terms, provisions and/or requirements of that County Contract or any future County Contract, as defined in this Agreement, and/or Orion's obligations and benefits under said County Contract, with the sole exception being the provision to Lake Orion of law enforcement services by Sheriff's Deputies assigned to the Orion substation.

16. It is understood and agreed that the Sheriff and the County reserve to themselves any rights and obligations relating to the provision of any and all police and/or governmental law enforcement services. This Agreement does not, and is not intended to, diminish, impair, divest, delegate, or contravene any constitutional, statutory, and/or other legal right, privilege, power, obligation, duty, capacity, or immunity of the parties hereto or any of the officers or employees of the parties hereto. Nothing in this Agreement shall be construed as a waiver of governmental immunity for either party.

17. Each party shall be responsible for any Claims made against that party and for the acts of its employees and officials. In any Claims that may arise from the performance of this Agreement, each party shall seek its own legal representation and bear the costs associated with such representation including any attorney fees. Except as otherwise provided in this Agreement, neither party shall have any right under any legal principle (including legal, equitable or implied indemnification; contribution; or subrogation) to be indemnified or reimbursed by the other party or any of its employees or officials in connection with any Claim.

18. This Agreement is made and entered into in the State of Michigan and shall in all respects be interpreted, enforced, and governed under the laws of the State of Michigan. The language of all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not construed strictly for or against any party. As used in this Agreement, the singular or plural number, the possessive or non-possessive, shall be deemed to include the other whenever the context so indicates or requires.

19. Absent any express waiver, the failure of any party to pursue any right granted under this Agreement shall not be deemed a waiver of that right with regard to any existing or subsequent breach or default under this Agreement. No failure or delay by any party in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power, or privilege.

20. To the extent permitted by the County Contract and by law, this Agreement shall be binding upon Lake Orion and Orion, and upon their successors and assigns: and all persons acting by, through, under, or in concert with any of them.

CHARTER TOWNSHIP OF ORION,
a Michigan Municipal Corporation



Chris Barnett, Township Supervisor

THE VILLAGE OF LAKE ORION,
a Michigan Municipal Corporation

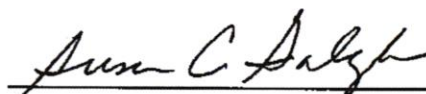


Darwin D. P. McClary, Village Manager



Penny Shults, Township Clerk

Dated: 12-7-23



Susan Galeczka, Village Clerk

Dated: 11/7/2023

Attachment A

	<u>2022</u>	<u>2023</u>	<u>2024</u>
Lieutenant	\$96.89	\$98.83	\$100.81
Sergeant	\$87.94	\$89.70	\$91.49
Deputy II	\$75.60	\$77.09	\$78.62
Deputy I	\$68.53	\$69.90	\$71.30



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: February 26, 2024

TOPIC: Approval to Send Police Recruits to Police Academy

BACKGROUND BRIEF:

Police Chief Stanfield is requesting authorization from Village Council to send police officer recruits to the MCOLES police academy at Village expense or, alternatively, through grant funding from the State of Michigan. The state has appropriated \$30 million in grant funding under the MCOLES Public Safety Academy Assistance Program to assist local law enforcement agencies to recruit and train new police officers. Each agency may apply for funding for up to 25 recruits. Funding is available until September 30, 2026, or until all funds are exhausted. The next training academy starts in May, and funding requests must be submitted by the end of February for the May academy. Attached is additional information regarding the grant program.

Police Chief Stanfield has submitted a proposed Employed Recruit Tuition Repayment Agreement that either requires a new recruit employed by the Village to remain employed by the Village for three (3) years or to repay the Village for the unearned portion of the academy tuition covered by the Village if the recruit leaves the employ of the Village early. Village Attorney Kucharek has reviewed the proposed agreement and prepared a revised agreement with acceptable language. The Village Attorney's recommended agreement is attached.

Two current part-time or reserve employees of the Lake Orion Police Department have expressed interest in receiving training and joining the police department full time.

SUMMARY OF PREVIOUS COUNCIL ACTION:

None

FINANCIAL IMPACT:

If approved by Council, administration will seek funding from MCOLES for two (2) police recruits to attend the police academy in May. If awarded funding, the State of Michigan will pay for the cost of academy tuition and salary for the recruits during the training period up to a maximum

of \$24,000 per recruit. As of February 2, 2024, just under \$10 million in grant funding remains for this program. If not awarded a grant, the Village would cover the costs for recruit training and compensation. Recruits would execute an Employed Recruit Tuition Repayment Agreement agreeing to reimburse the Village for any unearned tuition costs if the recruit fails to pass training or leaves the employ of the Village prior to three (3) years.

RECOMMENDED MOTION:

To authorize administration to utilize the MCOLES Public Safety Academy Assistance Grant Program to recruit and train two (2) new police officers for the Lake Orion Police Department or, alternatively, for the Village to pay for academy training, with the Village and each new recruit to execute the Employed Recruit Tuition Repayment Agreement; and to authorize the Village Manager to execute all necessary documents relating to this program on behalf of the Village.

ATTACHMENTS:

Employed Recruit Tuition Repayment Agreement

MCOLES Public Safety Academy Assistance Program

**VILLAGE OF LAKE ORION POLICE DEPARTMENT
EMPLOYED RECRUIT TUITION REPAYMENT AGREEMENT**

THIS AGREEMENT _____ made this ____ day of _____, 2024, by and between the **VILLAGE OF LAKE ORION**, whose address is 21 East Church Street, Lake Orion, MI, 48362-3212 (hereinafter referred to as "Village"), and _____, whose address is _____ (hereinafter referred to as "Recruit")(collectively referred to as "Parties")

WITNEESETH:

WHEREAS, it is the Village's desire to enter into this Agreement in order to hire competent officers to fill positions within the Village of Lake Orion Police Department and to effect the Recruit's attendance at the Oakland Community College Police Academy (OCC), and the payment of certain costs, on behalf of the Recruit, by the Village; and

WHEREAS, it is the Recruit's intention to become and remain employed by the Village as a law enforcement officer with the Lake Orion Police Department ("LOPD") for a period of no less than three years.

NOW, THEREFORE, for and in consideration of the mutual undertakings of the parties hereto, as set forth hereinafter, it is agreed by the parties as follows:

1. **Village Responsibilities.** The Village agrees to sponsor Recruit to the OCC Police Academy as an "employed recruit," for the course beginning _____, 2024.

a. The Village shall pay the cost of tuition, books, and other fees for Recruit's attendance at Academy, not to exceed the following amounts:

i.	Tuition:	\$ _____
ii.	Books:	\$ _____
iii.	Other Fees:	\$ _____
iv.	TOTAL:	\$ _____

b. Such payments shall be made directly to the OCC and not to the Recruit.

c. Upon successful completion of the OCC Police Academy and licensure as a police officer by MCOLES, the Village may offer Recruit a position as a police officer with the LOPD.

2. **Recruit Repayment Responsibilities.** Parties agree in the event of a separation from the LOPD prior to the stated three-year requirement, the Recruit will be responsible for the following repayment obligation regarding recruit training as stated in Part II:

i.	1-12 months	100%
ii.	13-24 months	67%
iii.	25-36 months	33%
iv.	37+ months	0%

3. **Recruit Responsibilities.** Recruit agrees to continue his/her enrollment in the OCC Police Academy, successfully graduate, and become licensed by MCOLE as a law enforcement officer.

a. Recruit also understands and agrees that upon successful completion of the OCC Police Academy and MCOLES licensure, he/she may be offered a position by the Village as a police officer with LOPD.

b. Recruit also understands and agrees that he/she will be obligated to reimburse the Village for all costs paid to the OCC Police Academy on his/her behalf, if he/she:

- i. Fails to graduate from the OCC Police Academy; or
- ii. Fails to become licensed as a law enforcement officer within 6 months of graduation from the OCC Police Academy; or
- iii. Does not accept, or withdraws his/her acceptance of, an offer of employment as a police officer with the LOPD by the Village.

c. Recruit also understands and agrees that if he/she, because of misconduct, or because of failure to successfully complete the field training program and probationary period, he/she will be required to reimburse the Village for all costs paid to the OCC Police Academy on his/her behalf.

d. Recruit also understands and agrees that if reimbursement is required by this Agreement, he/she shall repay the Village upon invoice by the Village. Recruit also understands and agrees that the Village may take any necessary legal actions to collect on an unpaid repayment obligation, and that he/she shall be liable for the costs of such actions.

e. Recruit further understands and agrees that the Village Council may, at any time, release Recruit from his/her repayment obligation under this Agreement. Village Council has the sole discretion to determine whether such a release is in the best interests of the Village and will notify Recruit in writing of any such release.

4. **Responsibilities of the Parties.** The parties understand and agree that the laws of the State of Michigan shall control, and that any legal actions regarding this Agreement shall be filed in a court of competent jurisdiction in Oakland County, Michigan.

a. The parties further understand and agree the provisions in this contract contain the only binding agreements in regard to the Educational Grant. If any provision within this Agreement is determined to be invalid or unenforceable by a court of competent jurisdiction, the remaining terms and agreements shall remain in full force and effect.

b. Failure of the Parties to insist on strict compliance with any of the terms or conditions of this Agreement shall not be deemed a waiver of any term or condition. Any waiver or relinquishment of any right or power by the Parties shall not be deemed a waiver or relinquishment of that right or power at any other time.

c. To the fullest extent permitted by law, the Recruit and any entity or person for whom the Recruit is legally liable, agrees to be responsible for any liability, defend, pay on behalf of, indemnify, and hold harmless the Village of Lake Orion, its elected and appointed officials, employees and volunteers and others working on their behalf against any and all claims, demands, suits, or loss, including all costs and reasonable attorney fees connected therewith, and for any damages which may be asserted, claimed or recovered against or from the Village, its elected and appointed officials, employees, volunteers or others working on their behalf, by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arise out of the acts, errors or omissions of the Recruit including his/her employees and agents, in the performance of this Agreement. Such responsibility shall not be construed as liability for damage caused by or resulting from the sole act or

omission of its elected or appointed officials, employees, volunteers or others working on behalf of the Village.

5. Any amendment or modification of this Agreement shall be in writing and signed by the Parties.

6. Neither Party may assign his/her/its interests arising out of this Agreement to any third party without the written consent of the other party.

7. This Agreement is valid and enforceable with electronic or facsimile signatures, and may be executed in multiple counterparts, all of which together shall form one Agreement.

8. This Agreement shall be effective on the date that it is executed by all Parties and presented for filing with the Lake Orion Village Manager.

RECRUIT

Date: _____

VILLAGE OF LAKE ORION

By: _____
Darwin D. P. McClary, Village Manager

Date: _____



MCOLES

MCOLES Public Safety Academy Assistance Program

The Michigan Commission on Law Enforcement Standards (MCOLES) has received funding for grants to law enforcement agencies for basic law enforcement training academy scholarships and salaries for employed recruits.

Program highlights include:

- \$30,000,000.00 in total program funding.
 - Up to \$24,000.00 per recruit for academy costs and for salaries while attending an academy.
- Funding is available until September 30, 2026, or until the funds are exhausted, whichever comes first.
 - As of February 2, 2024, \$20,002,190.98 has been distributed, with \$9,997,809.02 remaining.
- Scholarships are on a first-come, first-served basis.
- Agencies may receive up to 25 scholarships over the course of the program.

Applying for funds:

An eligible law enforcement agency and academy must complete the below process to be considered for this grant:

Agency:

1. Complete the standards screening and Candidate New Hire process in MITN. If your agency needs help with the MITN New Hire transaction process please view the [Hiring Employed Recruits Guidance](#). Please review the Hiring Employed Recruits Guidance before calling or emailing the MITN Help Desk.
2. Complete the agency portion of the [MCOLES Public Safety Academy Assistance Program application](#).
3. Forward the MCOLES Public Safety Academy Assistance Program application and Candidate New Hire documentation to the intended training program no later than 10 days prior to the start of the academy session.

Academy:

1. Enroll the recruit in the academy session.

2. Complete the academy section of the MCOLES Public Safety Academy Assistance Program application.
3. Forward the MCOLES Public Safety Academy Assistance Program application and New Hire Candidate documentation to MCOLES at MSP-MCOLES-Grants@michigan.gov.

Only when all materials have been received by MCOLES will the application be considered active. At this point the application will be placed in the queue while funding is available.

Distribution of funds:

Upon scholarship application approval by MCOLES, the employing agency will be provided with grant funding up to the \$24,000.00 stipend for the employed recruit's salary and academy costs. The employing agency will be responsible for making payments to the basic law enforcement training program, as well as the Talogy Group (formerly PSI) for the initial licensing exam registration fee. If the recruit withdraws from the academy session or resigns from the agency prior to the full \$24,000.00 (or total grant award amount), the balance shall be returned to MCOLES and applied back to the scholarship fund. If an invoice for additional allowable expenses is included, the approved amount will also be paid at this time.

Also following application approval by MCOLES, the basic law enforcement training program will invoice the applying agency for the eligible expenses related to the recruit's academy session. If the recruit withdraws from the academy session or resigns from the agency within the time period allowed for full or partial refund from the academy, that refund shall be returned to MCOLES and applied back to the scholarship fund.

Agencies would not also receive Training to Locals (TTL) reimbursements for employed recruits funded through this program. Recruits in excess of the 25 maximum scholarships per agency or those not funded by this program will remain eligible for TTL reimbursements to the agency.

MCOLES Public Safety Academy Assistance Program

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COUNCIL ACTION SUMMARY SHEET

MEETING DATE: February 26, 2024

TOPIC: Adoption of FY 2023-24 Municipal Fee Schedule

BACKGROUND BRIEF:

Administration is requesting that Village Council adopt the FY 2023-24 comprehensive municipal fee schedule for the village. The attached proposed fee schedule reflects several months of work and input from village staff and Village Council. The highlighted sections of the schedule are changes made after the work session held by Village Council on February 12, 2024.

It should be noted that the fee schedule to be adopted applies to the current fiscal year and will be reviewed again in the next couple months as part of the FY 2024-25 budget process.

SUMMARY OF PREVIOUS COUNCIL ACTION:

11/20/2023 - Council held an initial work session to review proposed fees.

02/12/2024 - Council held a second work session to finalize changes to the proposed fee schedule.

FINANCIAL IMPACT:

Please refer to attached FY 2023-24 Fee Schedule

RECOMMENDED MOTION:

To adopt the FY 2023-24 Village of Lake Orion Municipal Fee Schedule as presented.

ATTACHMENTS:

Fee Schedule 2023-24 - REVISED DRAFT



2023-24 MUNICIPAL FEE SCHEDULE

Adopted by Village Council on _____, 20__

ADMINISTRATION

Attorney Services.....	Actual Cost
Conference Room or Council Chambers Use Fee (subject to facility availability).....	25.00 per hour
Engineering Services.....	Actual Cost
Fax Service.....	2.00 first page; 1.00 each additional page
Sidewalk Sign, Awning or Canopy Permit.....	25.00 (Village Code Sec. 92.08(A))
Street Excavation Permit Fee.....	25.00 + Actual Engineering, Public Works, and Other Costs (Village Code Sec. 92.06(A))
Street Name Change Petition.....	Actual Cost + 10% Administration Fee (Village Code Sec. 92.14)
Street Obstruction Permit Fee (not special event related).....	15.00 (Village Code Sec. 92.04)
Yard or Garage Sale Permit.....	5.00 (Village Code Sec. 130.001(B)) – needs ordinance amendment

ANIMALS AND ANIMAL CONTROL

Chicken (backyard poultry) Permit Fees:	Village Code Sec. 26.100
Application Fee (bi-annual).....	25.00
Permit Fee (bi-annual).....	25.00
Dog or Cat Impoundment Fees.....	Determined by Oakland County Animal Control (Village Code Sec. 91.02(C))
Dog Licensing.....	Fees set by Oakland County on December 1 each year
Immunization and Licensing of Impounded Dogs Prior to Sale	Set by Oakland County Animal Control (Village Code, Sec. 91.16)

ASSESSING

Determined by Oakland County

2023-24 MUNICIPAL FEE SCHEDULE

BOARDS AND COMMISSIONS

Board and Commission Special Meeting Fee, each meeting.....	555.00
Construction Board of Appeals Fee	75.00 each meeting (Village Code Sec. 150.06)

BUILDING SERVICES

Determined by Orion Township

BUSINESS & COMMERCIAL LICENSING

Electric or Gas Supply Franchises	
Franchise Application Fee	3,500.00 (Village Code Sec. 113.20(A))
Franchise Fee	0.00 (Village Code Sec. 113.51)
Franchise Enforcement Fee	Actual Cost (Village Code Sec. 113.52)
Mobile Food Establishments Permits	
Permit Application Fee, annual.....	100.00 (Village Code Sec. 115.05(B)(5))
Township Fire Department Inspections and Processing Fees.....	Determined by Orion Township (Village Code Sec. 110.04(B))
Peddler, Solicitor, Itinerant Merchant Licenses	
Refundable Application Bond.....	250.00
Application Fee.....	50.00
Main Applicant – Per Day License (up to 5 business days).....	5.00 per day
Helper – Per Day License (up to 5 business days).....	1.00 per day
Main Applicant – 3-Month License.....	100.00
Helper – 3-Month License.....	25.00
Background Check – State Fee, per applicant.....	25.00
Permit Amendment Application Fee	25.00 (Village Code Sec. 110.06(A)(7))
Pinball Arcade License	
Pinball Arcade License Application Fee	100.00 (Village Code Sec. 111.03(A))
Pinball Arcade License Fee	10.00 per pinball machine (Village Code Sec. 111.07)
Marihuana Facilities Licenses	
Medical Marihuana Provisioning Center – Application Fee.....	5,000.00 (Village Code Sec. 114.06; Resolution #2020-068)
Medical Marihuana Provisioning Center – Annual Permit Fee.....	5,000.00 (Village Code Sec. 114.11(C); Resolution #2020-068)
Adult Use Marihuana Retailer – Application Fee.....	5,000.00 (Village Code Sec. 114.06; Resolution #2020-068)

2023-24 MUNICIPAL FEE SCHEDULE

Adult Use Marihuana Retailer – Annual Permit Fee..... 5,000.00 (Village Code Sec. 114.11(C); Resolution #2020-068)

CABLE TELEVISION SERVICES

Determined by Orion Neighborhood Television (ONTV)

CEMETERY

Eastlawn Cemetery

Sites & Perpetual Care, per grave.....	Village Resident – 800.00 Non-Resident – 1,000.00
Opening & Closing Fees	
Casket.....	Without Tent - 700.00 With Tent – 800.00
Cremated Remains.....	Without Tent – 300.00 With Tent – 400.00
Baby Casket.....	Without Tent – 300.00 With Tent – 400.00
Additional Saturday Burial Fee.....	300.00
Additional Village Holiday Burial Fee.....	400.00
Cemetery Deed Transfer Fee.....	Resident to Resident - 30.00 Resident to Non-Resident (difference in grave cost + transfer fee) – 230.00 Non-Resident to Resident – 30.00 Non-Resident to Non-Resident – 30.00
Monument Foundation Fee, per square inch.....	0.75



2023-24 MUNICIPAL FEE SCHEDULE

CLERK

Certified Document Fee, each.....	2.00
Documents and Publications (pre-printed or bound).....	Actual Cost
FOIA Fee.....	In accordance with FOIA policy
Notary Fee, each notarization.....	Village Residents, Businesses, or Organizations – No Charge Non-Residents, Businesses, or Organizations – 10.00
Photostatic Copies.....	0.25 per single-sided sheet; 0.35 per double-sided sheet
Video Recording Copies, each.....	25.00 Actual personnel cost + 15.00 media storage material fee

CODE ENFORCEMENT

Noxious Weeds Nuisance Abatement	Actual Cost + 30% Administrative Fee (Village Code Sec. 95.37(C))
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COMMUNITY AND ECONOMIC DEVELOPMENT

Tax Exemption District Establishment Application Fee, all types.....	500.00
Tax Exemption Certificate Application Fee, all types.....	1/10 of 1% of total project value subject to exemption certificate

ENGINEERING SERVICES

Engineering Plan Review, Inspection, and Other Services	Actual Cost
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EVENTS AND FESTIVALS

Electricity (if street closures and multiple electrical connections required).....	50.00
Permit Application Fee	0.00
Police Services	Actual Cost (unless waived by village council)
Public Works Services	Actual Cost (unless waived by village council)
Water and Sewer Services	Actual Cost (per village rate schedule, including both readiness-to-serve and consumption charges)

2023-24 MUNICIPAL FEE SCHEDULE

FINANCE AND TREASURY

Delinquent Property Tax Penalty – if not paid by September 14.....	3% (Charter Sec. 9.14; Village Code (Sec. 31.01(B))
Delinquent Property Tax Interest – if not paid by September 14.....	1% per month – September 1 to last day in February (Charter Sec. 9.14; Village Code 31.01(B))
Property Tax Administration Fee.....	No Charge (Village Code Sec. 31.02)
Special Assessment Late Payment Collection Fee	2% of special assessment amount due on 1 st day of the 3 rd month after due date + 0.5% on each 1 st day of month thereafter (Village Code Chapter 12 - Sec. 12.5)

FIRE & EMS SERVICES

Determined by Orion Township

LIBRARY SERVICES

Determined by Orion Township Library

PARKING VIOLATIONS BUREAU

Recreational Vehicles Temporary Parking Permit.....	25.00 (Village Code Sec. 71.03(B))
Towing Fees.....	Actual cost charged by towing contractor

PARKS AND RECREATION

Children's Park Gazebo Rental	
Refundable Security Deposit.....	100.00
Rental, per hour.....	Residents – 10.00 Township Residents – 25.00 Others – 35.00
Green's Park	
Swim Seasonal Family Pass.....	Authorized by Village Code Sec. 96.10 25.00
Swim Day Pass, per person.....	2.00
Group Use – Green's Park Reservation (11 persons or more); Includes lifeguard	
Monday – Friday, half day.....	100.00



2023-24 MUNICIPAL FEE SCHEDULE

Monday – Friday, full day.....	175.00
Saturday – Sunday, half day.....	175.00
Saturday – Sunday, full day.....	200.00
Event.....	500.00 daily
Fitness Group.....	50.00 monthly
Green's Park Fireworks Pass	2.00 single; 5.00 family (up to 5 family members per pass)
Pelton's Point and Green's Park Boat Dock Permit (seasonal from April 1 – October 31; not reissued if lost).....	50.00 (Village Code Sec. 98.02(B))

PLANNING AND ZONING SERVICES

Plan review fees authorized by Village Code Sec. 151.022

Application Fee – all types	25.00
Change of Use / Change of Occupancy Review Fee (Commercial/Mixed Use; includes ownership changes).....	100.00
Construction Board of Appeals	
Village Administrative Fee.....	500.00 (Village Code Sec. 150.06)
Attorney Services – Escrow (unexpended portion refundable).....	Actual Cost; 850.00 escrow required (Village Code Sec. 150.06)
Development Inspection Fees	Engineering – Actual Cost; 500.00 escrow required (Village Code Sec. 151.035(A)) Administration – Actual Cost; 500.00 escrow required (Village Code Sec. 151.035(C)) No Charge
Consultation with Village – Planning and Zoning Matters (during consultant office hours; general inquiries, sketch reviews for projects not requiring public meetings or consultant reviews, typically).....	
Fence Permits	
Residential (includes inspection).....	75.00
Non-Residential (not part of a site plan; includes inspection)	150.00
Pre-Application Meeting / Meeting with Consultants (if requested by applicant)	
Village Administrative Fee.....	No Charge



2023-24 MUNICIPAL FEE SCHEDULE

Planning Consultant Escrow (unexpended portion refundable).....	450.00
Engineering Consultant Escrow (unexpended portion refundable).	725.00
Attorney Escrow (unexpended portion refundable).....	725.00
Sign Permits	Authorized by Village Code Sec. 155.09(A)(1)
Permanent Sign (ground, wall, projecting).....	150.00
Temporary Sign (portable, banner, etc.).....	75.00
Inspection Fee	Included in permit fee (Village Code Sec. 155.09(C))
Site Plan Review	
Village Administrative Fee.....	600.00
Planning Consultant Services Escrow (unexpended portion refundable).....	Multiple Family – 600.00 + 10.00 per unit Nonresidential/Mixed Use – 650.00 (Fees include one written review; additional reviews charged at one-half regular fee each)
Engineering Consultant Services.....	785.00 Actual Cost – 1% of Construction Cost for escrow required
Attorney Services.....	895.00 Actual Cost – 895.00 escrow required
Land Division or Combination	
Administrative Fee.....	500.00
Planning Consultant Services (if required).....	Actual Cost – 500.00 escrow required
Engineering Consultant Services (if needed).....	Actual Cost – 500.00 escrow required
Attorney Services (if needed).....	Actual Cost – 500.00 escrow required
Special Land Use	
Review Fee.....	Actual Planning, Engineering, and Attorney Costs – 1,000.00 escrow required
Variances – Board of Zoning Appeals	
Review and Inspection Fee (Planner's review includes both dimensional and use variances).....	550.00 for single variance; 150.00 for each additional variance
Temporary Uses of Land (administrative approval)	
Application Fee – Temporary Uses/Special Events.....	100.00
Temporary Uses/Special Events/Utility Plans & Rights-of-Way Work	75.00



2023-24 MUNICIPAL FEE SCHEDULE

Zoning Compliance Permits (as part of building permit application)

Residential – Single Family - deck, patio, garage, interior remodel, re-roof.....	50.00
Residential – Single Family – new house, house addition.....	75.00
Residential – Multiple Family – new or major renovation.....	250.00
Residential – Multiple Family – minor renovation.....	150.00
Commercial/Mixed Use/Industrial – new or renovation.....	225.00
Commercial/Mixed Use/Industrial – minor, accessory, or remodel	125.00
Demolition.....	300.00

Temporary Disconnect Performance Bond..... 400.00

Planned Unit Development

Administrative Fee.....	600.00
Planning Consultant Services.....	Actual Cost – 850.00 escrow required
Engineering Consultant Services.....	Actual Cost – 750.00 escrow required
Attorney Services.....	Actual Cost – 750.00 escrow required

Zoning Amendments

Map Amendment (Rezoning).....	Actual Planning and Engineering Costs – 1,000.00 escrow required
Text Amendment (Ordinance Change).....	Actual Planning, Engineering, and Attorney Costs – 1,000.00 escrow required

POLICE SERVICES

Driving While License Suspended

1 st Offense.....	175.00
2 nd and Subsequent Offenses.....	325.00 each offense

Emergency Response Fee..... Actual direct and reasonable cost incurred by the Village (Village Code Sec. 93.03; 93.05; 93.06)

Command Officer.....	0.94 per minute
Command Officer – Overtime.....	1.41 per minute
Full-Time Officer.....	0.87 per minute
Full-Time Officer – Overtime.....	1.31 per minute
Part-Time Officer.....	0.44 0.51 per minute

2023-24 MUNICIPAL FEE SCHEDULE

Part-Time Officer – Overtime.....	0.60 0.77 per minute
Reserve Officer.....	0.00 0.45 per minute
Records Clerk.....	0.54 per minute
Village Prosecutor.....	165.00 per hour
Fingerprinting Fee – Non-Arrest.....	25.00
Fingerprinting Fee – Concealed Pistol License (CPL).....	15.00
Freedom of Information Act (FOIA) Request.....	In accordance with Village FOIA Policy
Live Scan School.....	60.00
Municipal Civil Infraction Fines	Set by 52/3 Judicial District Court
Parking Tickets	
Two (2) Hour Violations.....	15.00; 30.00 after 5 days
Handicap Zone Parking Violations.....	100.00; 200.00 after 5 days
All Other Parking Violations.....	40.00; 80.00 after 5 days
Precious Metals (Pawn) License.....	50.00 annually
Preliminary Breath Test (PBT).....	10.00
Security Alarm False Alarm Fees	First and Second False Alarm – No Charge
	Third False Alarm – 50.00
	Fourth False Alarm – 100.00
	Fifth and Subsequent Alarms – 150.00 each
	(Village Code Sec. 97.05)
Vehicle Impound Release Fee.....	30.00
Warrant Bond Posting.....	10.00

PUBLIC WORKS SERVICES

Curb Cut Permit Fee.....	75.00 (Village Code Sec. 92.03(E))
Excavation Near Trees Permit.....	25.00 (Village Code Sec. 92.28)
Shade or Ornamental Tree Permit Fee – Public Property.....	25.00 + Actual Cost of Trees, Labor, Equipment and Materials
Sidewalk Construction Permit Fee.....	_____ (Village Code Sec. 92.03(A))
Sidewalk Snow Removal Fee.....	Actual Cost + 10% Administration Fee (Village Code Sec. 92.13(D))
Trees; Covering of Surface Near; Permit.....	25.00 (Village Code Sec. 92.29)
Trees; Use as Anchor; Permit – Public Trees.....	25.00 (Village Code Sec. 92.27(D))

2023-24 MUNICIPAL FEE SCHEDULE

Trees, Shrubs & Bushes; Corner Clearance – Trimming or Removal.....	Actual Cost + 10% Administration Fee (Village Code Sec. 92.31)
Shade or Ornamental Tree Future Plantings on Public Property by Village.....	Actual Cost (Village Code Sec. 92.26(A))

RUBBISH COLLECTION SERVICES

Rubbish Collection Fee.....	51.99 per quarter per unit (Village Code Sec. 50.05)
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SANITARY SEWER SERVICES

County Sewer Interceptor Connection Fee	Established by Oakland County Water Resources Commission? Village Code Sec. 52.16(B) and (C)
County Sewer Inspection Permit Fee	Established by Oakland County Water Resources Commissioner
Sewage Usage Charges – Single Family Residential	Base Charge, per quarter – 77.02 Usage Charge Metered, per 100 c.f. – 4.53 Usage Charge Unmetered, flat rate – 231.04
Sewer Usage Charges – Multi-Family and Commercial	Base Charge 5/8", per quarter – 77.02 Base Charge ¾", per quarter – 77.02 Base Charge 1", per quarter – 131.36 Base Charge 1.5", per quarter – 269.85 Base Charge 2", per quarter – 515.84 Base Charge 3", per quarter – 1,155.85 Base Charge for 2 nd Meter – No Charge Usage Charge Metered, per 100 c.f. – 4.53 Usage Charge Unmetered, flat rate – 238.82
Sewer Capital Connection Charge	Non-Deferred – 1,000.00 Deferred – 1,500.00 (Village Code Sec. 51.25)
Sewer Construction Permit and Inspection Fees	50.00 100.00 (Village Code Sec. 51.29)
Sewer Lateral Benefit (Tap) Fee	Non-Deferred – 2,500.00 Deferred – 3,750.00

2023-24 MUNICIPAL FEE SCHEDULE

Sewer Unit Factor Fee (Commercial)	(Village Code Sec. 51.26) First Unit – 2,000.00 Each Additional Unit – 200.00 Set by Great Lakes Water Authority
Industrial Waste Control and Pretreatment Program Fees (Non-Residential Only – excludes single family, apartment buildings, condominiums, townhouses, mobile homes, schools, churches, and municipal buildings), flat fee per quarter	5/8" – 10.62 3/4" - 15.93 1" – 26.55 1.5" – 58.41 2" – 84.96 3" – 153.99 Set by Great Lakes Water Authority
Industrial Waste Control and Pretreatment Program Fees (Administration Only), per quarter.....	5/8" – 2.67 3/4" – 3.99 1" – 6.63 1.5" – 14.61 2" – 21.24 3" – 38.49 Set by Great Lakes Water Authority
Pollutant Surcharge Rate (Industrial and Commercial Customers Only), \$ per excess pound	Biochemical Oxygen Demand (BOD) in excess of 275 mg/l – 0.347 Total Suspended Solids (TSS) in excess of 350 mg/l – 0.476 Phosphorus (P) in excess of 12 mg/l – 6.368 Fats, Oil & Grease (FOG) in excess of 100 mg/l – 0.111

STORM SEWER SERVICES

County Drain Connection Fees	Determined by Oakland County Drain Commission
Storm Water System Tap-In Fee	Actual cost based on design and construction of system (Village Code Sec. 51.04)



2023-24 MUNICIPAL FEE SCHEDULE

WATER SERVICES

Bulk Water Sales	12.00 per 100 c.f.
Cross Connection Inspection Fee (Commercial Customers Only), per inspection	Actual Cost + 10% Administrative Fee
Debt Bond Charge (Township Customers)	Set by annual millage based on taxable value
Frost Plate , each	20.00
Meter Cost	5/8" Meter – 150.00 1" Meter – 250.00 1.5" Meter – 350.00
Meter Testing Fee	Actual Time and Materials Cost + 10% Administrative Fee (Village Code Sec. 53.05(J))
Meter Repairs	Actual Time and Materials Cost + 10% Administrative Fee
MXU – New , each	Actual Time and Materials Cost + 10% Administrative Fee
Public Works Overtime Charge	Actual Cost
Water Seasonal or Temporary Shut-Off and Turn-On Fee , each call	50.00 (Village Code Sec. 53.09(A))
Water Delinquent Bill Shut-Off and Turn-On , per incident.....	30.00
Water Service Inspection Turn-Off and Turn-On Fees (if unable to gain access to premises.....	Turn-Off Fee – 5.00 Turn-On Fee – 25.00 (Village Code Sec. 53.13(B))
Water Tap and Meter Fee	¾" Tap – 2,149.29 1" Tap – 2,388.19 1.5" Tap – 3,104.53 2" Tap – 4,059.78 >2" Tap – 5,373.23 + actual meter cost with 20% administration fee; customer responsible for making tap (Village Code Sec. 53.04(B))
Water Usage Charges – All Users	Base Charge 5/8", per quarter – 44.18 Base Charge ¾", per quarter – 44.18 Base Charge 1" Residential, per quarter – 55.23 Base Charge 1" Commercial, per quarter – 74.02 Base Charge 1.5", per quarter – 154.63 Base Charge 2", per quarter – 296.01



2023-24 MUNICIPAL FEE SCHEDULE

Attachment: Fee Schedule 2023-24 - REVISED DRAFT (6584 : Adoption of FY 2023-24 Municipal Fee

Water Ready-To-Serve Charge (in lieu of base charge when water is turned off at curb), per quarter.....

Base Charge 3", per quarter – 662.75
Usage Charge, per 100 c.f. – 5.90
10.76