



MINUTES

REGULAR MEETING OF THE LAKE ORION VILLAGE COUNCIL

Monday, November 27, 2023

7:30 PM

Lake Orion Village Hall Council Chambers

21 East Church Street

LAKE ORION, MI 48362

(248) 693-8391 ext. 102

1. Call to Order

The Monday, November 27, 2023, Regular Meeting of the Lake Orion Village Council was called to order in the Lake Orion Village Hall Council Chambers located in the Village Hall at 21 East Church Street, Lake Orion, MI 48362 by President Jerry Narsh at 7:30 PM followed by the Pledge of Allegiance.

2. Pledge of Allegiance

3. Roll Call and Determination of Quorum

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

STAFF PRESENT:

- Village Manager Darwin McClary
- Village Treasurer/Finance Director/Recording Secretary Sonja Stout
- DPW Director Wes Sanchez
- Gage Belko, Village Zoning & Planning, McKenna

4. Presentations

1. Presentation on Redevelopment Ready Communities (RRC) Program

RESULT:	POSTPONED [UNANIMOUS]	Next: 12/11/2023 7:30 PM
MOVER:	Michael Lamb, Council Member	
SECONDER:	Nancy Moshier, Council Member	
AYES:	Narsh, Rutt, Cyrowski, Ford, Lamb, Moshier, VanPortfliet	

2. Presentation on Metered Parking for Downtown - Municipal Parking Systems

Sheryl Collier, Regional Sales Manager, and Mike Ascher, VP Sales Engineering, from Municipal Parking Solutions (MPS) gave an overview of their metered parking system including cost, benefits, and features.

President Narsh requested Municipal Parking Systems (MPS) to attend another public meeting TBD later with our local business owners and village residents at a separate established time in the future. Municipal Parking Systems (MPS) did say they would agree to attend any future dated meetings. Municipal Parking Systems (MPS) did say they had a website the public could reference before the next upcoming meeting TBD which is mpspark.com

Motion to: to authorize the Village Manager to proceed with an initial formal proposal to present to Lake Orion citizens and council; and to have a public forum scheduled to discuss the formal proposal with a formal map.

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

George Dandalides, 226 Bellevue, inquired about the violation/parking violations percentage and spoke in regard to his concerns about the Metered Parking Systems mobile app. He requested that the Metered Parking Systems address the mobile app deficiencies in their next presentation.

Scott Gabriel, 941 Joslyn, inquired about the cameras on the Metered Parking Systems and inquired about privacy concerns with the cameras on the Metered Parking Systems.

Hank Lorant, spoke on the importance of getting the DDA and the local businesses involved in the future potential parking process decisions for the future.

3. Presentation of FY 2022-23 Audit Report

RESULT:	POSTPONED [UNANIMOUS]	Next: 12/11/2023 7:30 PM
MOVER:	Michael Lamb, Council Member	
SECONDER:	Nancy Moshier, Council Member	
AYES:	Narsh, Rutt, Cyrowski, Ford, Lamb, Moshier, VanPortfliet	

5. Call to the Public

Scott Gabriel, 941 Joslyn, commented on working the DDA/small business table at the Village Venter over the weekend and commented on the traffic flow and stated it was a successful day.

6. Consent Agenda

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

Administration requested to remove consent agenda item #2, Receive and File FY 2022-23 Audit report for a future dated scheduled meeting.

Council member Moshier requested consent agenda item #3 be removed for a separate discussion.

Council member VanPortfliet requested item number #4 Metro Act Right-of-way Permit Extension AT&T be removed for separate discussion.

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

1. Accept Resignation of Village Clerk Susan Galeczka Due to Retirement

RESOLVED: To accept the letter of resignation of Village Clerk Susan Galeczka dated October 24, 2023, and effective January 5, 2024, due to her impending retirement.

2. Receive and File FY 2022-23 Audit Report

Removed from consent agenda.

3. MML Annual Dues - 2024

Removed from consent agenda for separate discussion.

4. Metro Act Right-Of-Way Permit Extension AT&T

Removed from consent agenda for separate discussion.

5. Lake Orion New Year Resolution Run 2024

RESOLUTION NO. 2024-005

2024 NEW YEAR'S RESOLUTION RUN

RESOLVED: To approve the Application to Use Public Property, Public Streets or Rights-of-way, dated January 1, 2024, submitted Robert Busquaert on behalf of the Eastside Racing Company, for the use of Streets throughout the Village of Lake Orion beginning Lapeer St. Street just north of Flint and ending Broadway just before Flint on January 1, 2024 from 9:00 AM to 11:00 AM for the Lake Orion 2024 New Year's Resolution Run

Police Department Requirements as follows

1. Police Vehicle is the lead in the run
2. Police Officers will be stationed at the Flint and Broadway intersection

Administrative Comments:

1. Clean-up of the area is the responsibility of the applicant
2. Insurance Certificate listing the Village of Lake Orion as an Additional Insured, received.
 - General Liability - no less than \$1,000,000
 - Liquor Liability - no less than \$1,000,000
 - Village to be a Certificate Holder and listed as An Additional Insured on each Certificate of Insurance

FURTHER RESOLVED: To approve the License Agreement between the Village of Lake Orion and Eastside Racing Company for the event subject to completion.

6. Planning Commission Regular Meeting Minutes - November 6, 2023

RESOLVED: To approve the Planning Commission regular meeting minutes of Monday, November 6, 2023, as presented.

7. Approval of Village Council Regular Meeting Minutes-November 13, 2023

RESOLVED: To approve the Regular Village Council Meeting Minutes of Monday, November 13, 2023, as presented.

8. Approval of Village Council Special Meeting Minutes- November 20, 2023

RESOLVED: To approve the Special Village Council Meeting Minutes of Monday, November 20, 2023, as presented.

Items removed from consent agenda for separate discussion.

MML Annual Dues - 2024

Motion to: approve payment and receive and file MML Annual dues 2024.

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

RESOLVED: To approve the 2024 Village of Lake Orion membership in the Michigan Municipal League in the amount of \$2033.00 (\$1,848.00 membership dues and \$185.00 Legal Defense Fund) for the period of January 1, 2024 through December 31, 2024.

Metro Act Right-Of-Way Permit Extension AT&T

Motion to: approve the extension of the existing METRO Act Permit for Michigan Bell Telephone.

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

RESOLVED: To approve the extension of the existing METRO Act Permit for Michigan Bell Telephone Company d/b/a AT&T Michigan from January 1, 2024, through December 31, 2028, as requested by the company in its Letter of Agreement dated July 1, 2023, and authorize the Village Manager to execute the Letter of Agreement for this extension on behalf of the Village.

7. Approval of Agenda

1. **Motion to:** approve the November 27, 2023 Village Council Agenda with the removal of agenda item #5, #8 and the addition of agenda item #9, update from Lieutenant Stanfield on police staffing.

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

8. Public Hearings

1. Public Hearing on Village of Lake Orion PY 2024 Community Development Block Grant (CDBG) Application

President Narsh **opened** the Public Hearing at 8:41 PM.
Let the record show no public comments were received.
President Narsh **closed** the Public Hearing at 8:41 PM.

2. Public Hearing on Reprogramming of CDBG Funds

President Narsh **opened** the Public Hearing at 8:42 PM.
Let the record show no public comments were received.
President Narsh **closed** the Public Hearing at 8:44 PM.

9. Agenda Items for Consideration

A. Financial Matters

1. Financial Statements - October 2023

Council member Lamb requested copies of the attorney's invoices for the last two months be presented to all council members.

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

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

2. Invoice Approval -November 27, 2023

George Dandalides, 226 Bellevue, spoke about the importance of paying bills and stressed the importance of ensuring from all council members that the bills are paid and concerns about late fees from creditors in the future from council not approving the bills in previous meetings.

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

RESOLVED: To approve November 27, 2023, bills in the amount of \$58,932.22 of which \$23,352.19 are DDA Bills for a net total of \$35,580.03 are approved for payment; and to receive and file the DDA bills.

B. Other Items

1. Approval of PY 2024 CDBG Application

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

RESOLVED: To approve the Village of Lake Orion Program Year 2024 Community Development Block Grant application in the approximate amount of \$8,955.00 as follows and to authorize the Village President to sign the Application and submit the documents to Oakland County all necessary documents relating to the grant application:

<u>PROJECT NAME</u>	<u>ALLOCATION AMOUNT</u>
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Sidewalks	\$8,955.00
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2. Approval of Reprogramming of CDBG Funds

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

RESOLVED: To approve the reprogramming of the Village of Lake Orion Program Year 2020 and Program Year 2021 Community Development Block Grant funds as follows and authorize the Village Manager to submit the reprogramming request to Oakland County:

PY	FROM ACTIVITY	AMOUNT	TO ACTIVITY	AMOUNT
2020	Code Enforcement	\$ 6,608.00	Parks-Recreation Facilities	\$ 6,608.00
2020	Subsistence Payments	\$2,799.00	Parks-Recreation Facilities	\$2,799.00
2021	Water/Sewer Improvements	\$ 6,747.00	Parks-Recreation Facilities	\$6,747.00
2021	Food Banks	\$ 2,799.00	Parks-Recreation Facilities	\$ 2,799.00

3. Lake Street Roadway Configuration Agreement - Starboard Development Project

Gage Belko, the Village's Planning and Zoning Coordinator went over the changes/differences between the previously approved agreement as compared to the newest agreement.

Motion #1: To approve the Lake Street Configuration Agreement between the Village of Lake Orion and Starboard Orion LLC as presented and authorize the Village Manager to execute the agreement on behalf of the village.

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

RESOLVED: To approve the Lake Street Configuration Agreement between the Village of Lake Orion and Starboard Orion LLC as presented and authorize the Village Manager to execute the agreement on behalf of the village.

Motion to: approve the conceptual plan for the redesign of Flint and Lake Streets, as originally approved on August 14, 2023 and as shown in the Giffels Webster plans dated June 26, 2023.

Motion #2:

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

FURTHER RESOLVED: To approve the conceptual plan for the redesign of Flint and Lake Streets, as shown in the Giffels Webster plans dated June 26, 2023.

4. Use of Unimproved Public Property Agreement - Starboard Development Project

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

RESOLVED: To approve the Use of Unimproved Public Property Agreement between the Village of Lake Orion and Starboard Orion LLC as presented and authorize the Village Manager to execute the agreement on behalf of the village.

Five minute Recess started 9:20 pm. Recess ended 9:25 pm.

5. Contract to Prepare Master Plan Strategic Plan - McKenna

RESULT:	REMOVED FROM AGENDA
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RESOLVED: Postponed to the next meeting December 11,2023.

6. Appointments to Village of Lake Orion Board of Ethics

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

RESOLVED: To have the Village Manager post in multiple regional papers/advertisement soliciting applicants for the board of ethics and to direct administration to create an application and come up with qualifications for the posting.

7. Clerk and Finance Director/Treasurer Positions

Motion to: not accept the Village Manager's recommendation which includes keeping Finance Director/Treasurer position separate from the Clerk position.

RESULT:	DEFEATED [2 TO 5]
MOVER:	Michael Lamb, Council Member
SECONDER:	Nancy Moshier, Council Member
AYES:	Michael Lamb, Nancy Moshier
NAYS:	Narsh, Rutt, Cyrowski, Ford, VanPortfliet

Council member Moshier left at 10:08pm.

Council member Moshier returned at 10:09 pm.

Motion to: combine the Finance Director/Treasurer position with the Clerk position into a new position.

RESULT:	ADOPTED [5 TO 2]
MOVER:	Jerry Narsh, President
SECONDER:	Kenneth VanPortfliet, Council Member
AYES:	Narsh, Rutt, Cyrowski, Ford, VanPortfliet
NAYS:	Michael Lamb, Nancy Moshier

RESOLVED: - To authorize administration to combine the Village Clerk and Finance Director/Treasurer positions into a new position of Clerk/Treasurer with a FY 2023-24 salary range of \$66,000 - \$83,000, with administration to present to council for approval a job description for the new position and revised employment agreement for current Finance Director/Treasurer Sonja Stout to be appointed to the position.

Motion to: authorize the administration to create a new position of Deputy Clerk/Treasurer and to authorize administration to proceed to recruit for the position.

RESULT:	ADOPTED [5 TO 2]
MOVER:	Jerry Narsh, President
SECONDER:	Kenneth VanPortfliet, Council Member
AYES:	Narsh, Rutt, Cyrowski, Ford, VanPortfliet
NAYS:	Michael Lamb, Nancy Moshier

RESOLVED: To authorize administration to create a new position of Deputy Clerk/Treasurer with a FY 2023-24 salary range of \$59,000 - \$76,000; to authorize administration to proceed to recruit for the position, with administration to present to council for approval a job description for the new position and employment agreement.

8. Confirmation of Village Manager's Appointment to Chief of Police Position

RESULT:	REMOVED FROM AGENDA
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RESOLVED: Postponed to a future later dated meeting.

9. Update from Lieutenant Todd Stanfield

Lieutenant Todd Stanfield went over the results of several staffing suggestions from the council members made from the most recent special meeting. According to Lieutenant Stanfield, Michigan State Police (MSP) doesn't have the manpower to assist in the police staffing issue; Oakland County Sheriff's department was contacted and they are trying to formulate a solution to the current staffing problem and will get back with Lieutenant Stanfield; Local police

department Auburn Hills was contacted and they are facing a police shortage staffing issue as well and is unable to assist.

10. Call to the Public

Let the record show no public comments were received.

11. Council Comments

Council Member Cyrowski no comment.

Council Member Moshier no comment.

Council Member VanPortfliet thanked Susan Galeczka for all her services to the community and went over upcoming events which includes the Lighted parade.

Motion to: Motion to extend the meeting to 10:45 PM

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

Pro Tem Rutt mentioned to continue to shop local, holiday season has started and spoke of the benefit to the local businesses. She also addressed attendance at meetings due to work conflicts.

Council member Ford attended the tree lighting and commented on the great community event. He gave thanks to the DPW for their work on the winter conditions and appreciated the residents who assisted in snow removal with the weather.

Council member Lamb would like to hear feedback from the local citizens regarding how the council can help/assist them. He stated he was impressed with the presentation from Municipal Parking Systems.

President Narsh spoke about the Holly Jolly Folly fundraiser that is upcoming with events to that event. He also thanked the village staff for all their hard work.

12. Village Manager Comments

Village Manager McClary spoke about the following:

- Police Chief Appointment
- Fee Schedule work session
- Sanitary sewer pump stations improvement project
- Park avenue retaining wall replacement project

- Capital Improvement Plan submissions due
- New administrative offices copier
- Redevelopment ready communities' presentation
- Audit presentation
- Upcoming dates

13. Closed Session Items

14. Reconvene to Open Session

15. Business From Closed Session

16. Adjournment

Motion to: adjourn the Monday, November 27, 2023 regular meeting of the Lake Orion Village Council.

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

The Monday, November 27, 2023, Regular meeting of the Lake Orion Village Council adjourned at 10:39 PM.

Jerry Narsh
President

Susan C. Galeczka, CMC CMMC
Village Clerk

Sonja Stout
Treasurer/Recording Secretary

Date Approved: December 11, 2023, as presented.