



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

RESOLUTION NO. 2025-038

**A RESOLUTION APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR THE
ORION LIGHTED CHRISTMAS PARADE
AND AUTHORIZING THE EXECUTION OF A LICENSE AGREEMENT**

VOTING YEA:

VOTING NAY:

ABSENT:

MOTION:

RESOLVED: To approve the Special Event Permit Application submitted by Bill Kokenos on behalf of the Orion Area Lighted Parade Group, requesting the use of various Village properties on Saturday, December 6, 2025, from 3:00 PM to 9:00 PM, for the “Orion Lighted Christmas Parade,” as outlined in the application.

Public Areas to be Utilized:

- **Parking:** All parking lots and streets throughout the Village, except those along the parade route.
- **Parade Route Streets:** Florence Avenue, Flint Street, Anderson Street, Front Street, Broadway Street, and Elizabeth Street.
 - **Parade Route:** From Blanche Sims Elementary School to the LOCS Administration Building.
 - **Setup and Lineup:** Begins at 3:00 PM.
 - **Parade Start Time:** 6:00 PM.

Municipal Equipment Requested:

- Barricades
- Cones

- Temporary closure signages
- Electrical connections

FURTHER RESOLVED: To approve the License Agreement between the Village of Lake Orion and Orion Area Lighted Parade Group, and to authorize the Village Council President and Village Clerk to execute the agreement on behalf of the Village.

FURTHER RESOLVED: To approve the Sign Permit for the Orion Lighted Christmas Parade, as submitted.

FURTHER RESOLVED: This approval is contingent upon compliance with the following conditions:

Administrative Requirements:

1. A Certificate of Insurance listing the Village of Lake Orion as a Certificate Holder and named as an Additional Insured must be provided to the Village prior to the event.
2. All tents and temporary structures must be properly secured in case of inclement weather or high winds.
3. Cleanup of the event area is the responsibility of the applicant.
4. Additional trash receptacles must be provided by the applicant.

Police Department Requirements:

1. Event staff and on-site manager contact information (cell phone numbers) must be provided to the Police Department at least 24 hours before the event.
2. The Police Department will direct the placement of all required barricades for parking lot and any approved street closures.
3. The applicant shall be responsible for reimbursing the Village for all police resources and related ancillary costs dedicated exclusively to this event. This policy is intended to ensure full cost recovery, and the applicant will be billed for the actual costs incurred. This includes, but is not limited to, staffing of the event, time spent on event planning, coordination meetings, site inspections, and setup.
4. At a minimum, one dedicated police officer must be assigned to the event from start to finish. The need for additional staffing will be evaluated during planning meetings with the Chief of Police or their designee.
5. Upon request, the Chief of Police may provide a preliminary cost estimate for police services. The final invoice will reflect only the actual costs of police services provided. Note: The reimbursement requirement outlined in Item #4 is waived for 2025 and will take effect January 1, 2026.
6. A pre-planning meeting with the Chief of Police or their designee is required for all events involving dedicated police resources. To schedule this meeting, please contact Chief Mark Amundson at amundsonm@lakeorionpolice.org.
7. A list of all approved vendors conducting sales within the event shall be provided to the Police Department, if applicable.

DPW Requirements:

1. Use of Village orange cones is subject to availability.
2. The DPW will not provide extension cords or cord covers.
3. Village properties will be properly maintained by DPW prior to the event.

Fire Department Requirements:

The Orion Township Fire Department approves the Halloween Extravaganza, with the following conditions:

1. Parking is not permitted in the Fire Station parking lot or along Anderson Street.

THIS RESOLUTION WAS DULY ADOPTED BY LAKE ORION VILLAGE COUNCIL AT ITS REGULAR MEETING HELD ON MONDAY, OCTOBER 13, 2025.



Sonja Stout
Village of Lake Orion

CERTIFICATION

I, Sonja Stout, duly appointed Clerk of the Village of Lake Orion, Oakland County, Michigan, do hereby certify that the foregoing is a true and correct copy of Resolution No. 2025-038 adopted by the Village of Lake Orion Village Council at its regular meeting held on the 13th day of October 2025.

Given under my hand and seal of the Village of Lake Orion, Oakland County, Michigan this 13th day of October 2025.



Sonja Stout
Village of Lake Orion Clerk/Treasurer

DATED: October 14, 2025