



# MINUTES

## REGULAR MEETING OF THE VILLAGE COUNCIL

Monday, July 08, 2024

7:30 PM

Village Hall – 21 East Church Street, Lake Orion, MI 48362

(248) 693-8391 ext. 102

### 1. Call to Order

The July 8th, 2024 Village Council meeting was called to order at 7:30 PM.

### 2. Pledge of Allegiance

### 3. Roll Call and Determination of Quorum

#### PRESENT

President Jerry Narsh

President Pro Tem Teresa Rutt

Council member Carl Cyrowski

Council member Kenneth Van Portfliet

Council member Stan Ford

Council member Michael Lamb

#### ABSENT

Council member Nancy Moshier

#### STAFF PRESENT

Village Manager Darwin McClary

Village Clerk/Treasurer Sonja Stout

DPW Director Wes Sanchez

**MOTION** made by President Narsh, Seconded by Council member Cyrowski, to excuse Council member Moshier from the July 8<sup>th</sup>, 2024, Village Council Regular Meeting for a medical situation.

**VOTING YEA:** Narsh, Rutt, Cyrowski, Van Portfliet, Ford, Lamb

**VOTING NAY:** None

**ABSENT:** Moshier

**MOTION:** Carried

#### 4. Presentations

None.

#### 5. Call to the Public

Steve Samet spoke.

Harry Stephens spoke.

Tom Thomas spoke.

Donald Kindred spoke.

#### 6. Consent Agenda

**MOTION** made by Council member Van Portfliet, Seconded by President Pro Tem Rutt, to approve the Consent Agenda as presented.

**VOTING YEA:** Narsh, Rutt, Cyrowski, Van Portfliet, Ford, Lamb

**VOTING NAY:** None

**ABSENT:** Moshier

**MOTION:** Carried

##### A. Receive and File of Correspondence from Brian Kraniak dated June 23, 2024, regarding Lions Club Jubilee

**MOTION** made by Council member Van Portfliet, Seconded by President Pro Tem Rutt, to receive and file the email correspondence from Brian Kraniak dated June 23, 2024, regarding the Lions Club Jubilee.

**VOTING YEA:** Narsh, Rutt, Cyrowski, Van Portfliet, Ford, Lamb

**VOTING NAY:** None

**ABSENT:** Moshier

**MOTION:** Carried

##### B. Receive and File of Village of Lake Orion Sewage Disposal System Financial Report for Fiscal Year 2024 Quarter 2 (October 1, 2023, through March 31, 2024)

**MOTION** made by Council member Van Portfliet, Seconded by President Pro Tem Rutt, to receive and file the Village of Lake Orion Sewage Disposal System Financial Report for Fiscal year 2024 Quarter 2 (October 1, 2023, through March 31, 2024).

**VOTING YEA:** Narsh, Rutt, Cyrowski, Van Portfliet, Ford, Lamb

**VOTING NAY:** None

**ABSENT:** Moshier

**MOTION:** Carried

##### C. Lake Orion Live (LO live!), Music Concert Series 2024

**MOTION** made by Council member Van Portfliet, Seconded by President Pro Tem Rutt to adopt resolution #2024-027 approving the Special Event Permit for the Lake Orion Live (LO live!), Music Concert Series 2024, dated April 19, 2024, submitted by Janet Bloom on behalf of Downtown Development Authority, concerts dates Wednesday, July 10, 17, 24, 24,31 and Wednesday, August 7, 14, 28, 2024 and held at Children's Park and Gazebo.

**VOTING YEA:** Narsh, Rutt, Cyrowski, Van Portfliet, Ford, Lamb  
**VOTING NAY:** None  
**ABSENT:** Moshier  
**MOTION:** Carried

**D. Approval of Special Event -2024 LOPA Car Show**

**MOTION** made by Council member Van Portfliet, Seconded by President Pro Tem Rutt to approve the Event Permit Application requesting the use of Public Streets and Right-of-Ways dated June 11, 2024, submitted by Ray Hammond/Paul Campo on behalf of Lake Orion Police Association, for the 2024 LOPA Car Show.

**VOTING YEA:** Narsh, Rutt, Cyrowski, Van Portfliet, Ford, Lamb  
**VOTING NAY:** None  
**ABSENT:** Moshier  
**MOTION:** Carried

**E. Approval of Village Council Regular Meeting Minutes of June 24, 2024.**

**MOTION** made by Council member Van Portfliet, Seconded by President Pro Tem Rutt to approve the June 24, 2024 Village Council Regular Meeting Minutes, as presented.

**VOTING YEA:** Narsh, Rutt, Cyrowski, Van Portfliet, Ford, Lamb  
**VOTING NAY:** None  
**ABSENT:** Moshier  
**MOTION:** Carried

**F. Receive and File of June 2024 Police Department Activity Report**

**MOTION** made by Council member Van Portfliet, Seconded by President Pro Tem Rutt to receive and file the June 2024 Police Department Activity Report.

**VOTING YEA:** Narsh, Rutt, Cyrowski, Van Portfliet, Ford, Lamb  
**VOTING NAY:** None  
**ABSENT:** Moshier  
**MOTION:** Carried

**G. Receive and File of Parks and Recreation Advisory Committee Regular Meeting Minutes of May 28, 2024**

**MOTION** made by Council member Van Portfliet, Seconded by President Pro Tem Rutt to receive and file the May 28th, 2024 Regular Meeting Minutes of the Parks and Recreation Advisory Committee as presented.

**VOTING YEA:** Narsh, Rutt, Cyrowski, Van Portfliet, Ford, Lamb  
**VOTING NAY:** None  
**ABSENT:** Moshier  
**MOTION:** Carried

**H. Receive and File of Planning and Zoning Monthly Report by McKenna**

**MOTION** made by Council member Van Portfliet, Seconded by President Pro Tem Rutt to receive and file the Planning and Zoning Monthly report by McKenna, as presented.

**VOTING YEA:** Narsh, Rutt, Cyrowski, Van Portfliet, Ford, Lamb  
**VOTING NAY:** None  
**ABSENT:** Moshier

**MOTION:** Carried

**I. Receive and File Planning Commission meeting minutes June 3rd, 2024**

**MOTION** made by Council member Van Portfliet, Seconded by President Pro Tem Rutt to receive and file the June 3rd, 2024 minutes Planning Commission meeting minutes as presented.

**VOTING YEA:** Narsh, Rutt, Cyrowski, Van Portfliet, Ford, Lamb

**VOTING NAY:** None

**ABSENT:** Moshier

**MOTION:** Carried

**7. Items Removed from the Consent Agenda**

**8. Approval of Agenda**

**MOTION** made by Council member Van Portfliet, Seconded by Council member Cyrowski, to approve the agenda for Monday, July 8th, 2024, Village Council Regular meeting as presented.

**VOTING YEA:** Narsh, Rutt, Cyrowski, Van Portfliet, Ford, Lamb

**VOTING NAY:** None

**ABSENT:** Moshier

**MOTION:** Carried

**9. Public Hearings**

**10. Financial Matters**

**A. Invoice Approval – June 24, 2024**

**MOTION** made by Council member Van Portfliet, Seconded by President Pro Tem Rutt, to approve the June 24, 2024 bills in the amount of \$109,646.56 of which \$11,397.37 are DDA bills for a net total of \$98, 249.19 and to receive and file the DDA bills.

**VOTING YEA:** Narsh, Rutt, Cyrowski, Van Portfliet ,Ford

**VOTING NAY:** Lamb

**ABSENT:** Moshier

**MOTION:** Carried

**B. Invoice Approval - July 8, 2024**

**MOTION** made by Council member Cyrowski, Seconded by Council member Van Portfliet to approve the July 8, 2024 bills in the amount of \$58,040.51 of which \$1,536.82 are DDA bills for a net total of \$56,503.69 and to receive and file the DDA bills.

**VOTING YEA:** Narsh, Rutt, Cyrowski, Van Portfliet, Ford

**VOTING NAY:** Lamb

**ABSENT:** Moshier

**MOTION:** Carried

**C. Financial Statements-June 2024**

**MOTION** made by President Pro Tem Rutt, Seconded by Council member Ford to receive and file the financial reports for June 2024.

**VOTING YEA:** Narsh, Rutt, Cyrowski, Van Portfliet, Ford, Lamb

**VOTING NAY:** None

**ABSENT:** Moshier

**MOTION:** Carried

**11. Other Items**

**A. Revisions to Proposed FY 2024-25 DDA Budget**

**MOTION** made by President Narsh, Seconded by Council member Van Portfliet to approve the following revisions to the Proposed FY 2024-25 DDA Budget with all other line items to remain unchanged from Village Council’s approved budget of May 13, 2024:

Budget Account #	Description	From Proposed	To Proposed
248-260-801-002	Contract Svcs-Police Admin Fee	\$ 72,904	\$ 60,000
248-260-801-003	Contract Svcs-DPW Admin Fee	\$ 36,452	\$ 30,000
248-260-801-004	Contract Svcs-GF Admin Fee	\$85,055	\$ 70,000

**VOTING YEA:** Narsh, Rutt, Cyrowski, Van Portfliet, Ford  
**VOTING NAY:** Lamb  
**ABSENT:** Moshier  
**MOTION:** Carried

**B. Review of Mobile Food Establishments Ordinance**

No motion. For discussion purposes only.

**C. BS&A Financial Software Migration to Cloud and Online Payments**

**MOTION #1** made by Council member Van Portfliet, Seconded by Council member Cyrowski to approve FY 2024-25 Budget amendment BA-2025-101-721-01 for the migration from the BS&A. NET financial software to the cloud-based platform, software upgrades, and training in the total amount of \$47,640.

**VOTING YEA:** Narsh, Rutt, Cyrowski, Van Portfliet, Ford  
**VOTING NAY:** Lamb  
**ABSENT:** Moshier  
**MOTION:** Carried

**MOTION #2** made by Council member Van Portfliet, Seconded by Council member Ford to approve the customer order proposal from BS&A. NET financial software platform to the cloud-based software at a one-time cost of \$28,900 for the software migration, setup, and to execute all necessary document related to this purchase; and to authorize Administration to terminate the services of Point and Pay and utilize the services of BS&A for credit card payment services.

**VOTING YEA:** Narsh, Rutt, Cyrowski, Van Portfliet, Ford  
**VOTING NAY:** Lamb  
**ABSENT:** Moshier  
**MOTION:** Carried

**D. Police Chief Employment Agreement**

**MOTION** made by President Narsh, Seconded by Council member Cyrowski to approve the Police Chief Employment Agreement between the Village of Lake Orion and Mark Amundson as presented by the Village Manager and authorize the Village Manager and Village Clerk to execute the agreement on behalf of the Village after approval as to form and content by the Village Attorney.

**VOTING YEA:** Narsh, Rutt, Cyrowski, Van Portfliet, Ford

**VOTING NAY:** Lamb

**ABSENT:** Moshier

**MOTION:** Carried

**E. Village Manager Performance Evaluation and Compensation Review**

**MOTION #2** made by Council member Van Portfliet, Seconded by Council member Cyrowski to establish an ad hoc Village Manager Compensation Review Committee of the Village Council comprising the following three council members Ford, Rutt, and Narsh for the purpose of working with the Village Manager to review the compensation and fringe benefits provisions of the Village Manager and to make a recommendation to the Village Council on adjustments to the same for the period of July 1, 2024, to June 30, 2025, with the work of the committee to be completed no later than the Village Council's August 12, 2024, regular meeting.

**VOTING YEA:** Narsh, Rutt, Cyrowski, Van Portfliet, Ford, Lamb

**VOTING NAY:** None

**ABSENT:** Moshier

**MOTION:** Carried

**MOTION #1** made by Council member Ford, Seconded by President Pro Tem Rutt, to determine on the record, after completion of the Village Manager's annual performance evaluation on June 10, 2024, that the Village Manager's job performance exceeds the expectations of the Village Council.

**VOTING YEA:** Narsh, Rutt, Cyrowski, Van Portfliet, Ford, Lamb

**VOTING NAY:** None

**ABSENT:** Moshier

**MOTION:** Carried

**12. Call to the Public**

Paul Campo spoke.

**13. Council Comments**

Council member Lamb spoke.

Council member Ford spoke.

President Pro Tem Rutt spoke.

Council member Van Portfliet spoke.

Council member Cyrowski spoke.

President Narsh spoke.

**14. Village Manager Comments**

The Village Manager provided a summary of his report which is also found on the Village Manager's Page of the Village of Lake Orion's website.

**15. Closed Session Items**

**16. Business From Closed Session**

**17. Adjournment**

**MOTION** made by Council member Cyrowski, Seconded by Council member Van Portfliet to adjourn the July 8th, 2024 Village Council Regular Meeting.

**VOTING YEA:** Narsh, Rutt, Cyrowski, Van Portfliet, Ford, Lamb

**VOTING NAY:** None

**ABSENT:** Moshier

**MOTION:** Carried

The July 8th, 2024 Village Council Regular Meeting adjourned at 9:17 PM.

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Jerry Narsh  
President

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Lynsey Blough  
Deputy Clerk/Treasurer, CMC

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Sonja Stout  
Clerk/Treasurer

Date Approved: as presented on July 24, 2024