



MINUTES

SPECIAL MEETING OF THE VILLAGE COUNCIL - SIDEWALK IMPROVEMENT PROGRAM

Thursday, January 16, 2025

6:00 PM

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

(248) 693-8391 ext. 102

1. Call to Order

The January 16, 2025 Village Council Special Meeting was called to order at 6:00 PM by Pro Tem Ford.

2. Roll Call and Determination of Quorum

PRESENT

President Pro Tem Stan Ford
Council member Carl Cyrowski
Council member Nancy Moshier
Council member Michael Lamb
Council member George Dandalides
Council member Alex Comparoni Jr

ABSENT

President Teresa Rutt

STAFF PRESENT

Village Manager Darwin McClary
DPW Director Wes Sanchez
Clerk/Treasurer Sonja Stout

PURPOSE OF SPECIAL MEETING: The purpose of the special meeting of the Lake Orion Village Council is to (1) discuss the Village Council approval process for invoices for payment; and (2) review, discuss, and formulate a comprehensive sidewalk improvement program.

MOTION by Council Member Dandalides, seconded by Council Member Moshier to excuse President Rutt from the January 16, 2025 Village Council Special Meeting.

VOTING YEA: Ford, Cyrowski, Moshier, Lamb, Dandalides, Comparoni Jr

VOTING NAY: None

ABSENT: Rutt

MOTION: Carried

3. Call to the Public

None.

4. Other Items

A. Village Council Invoice Approval Process

Council Member Lamb reviewed the Charter, highlighting the distinction between the policy and administrative branches. He noted that the current process for bill approval involves the Village Council approving invoices after funds are already spent, which he believes does not fully align with the Charter. The Charter states that the Village Manager should report invoices quarterly, but reports are currently provided bi-weekly. Lamb suggested that the Council should only "receive and file" the reports rather than approving the invoices.

Council Member Dandalides emphasized that expenditures align with the budget and should not require Council approval, as monitoring bill payments is the Village Manager's responsibility. The Village Manager (VM) expressed no concern with this proposal and supported transitioning to a "receive and file" protocol for invoice reports, which would remain on the consent agenda unless moved by the Council.

Pro Tem Ford inquired about the agenda format under the new protocol and noted differences in invoice approval processes used by other entities, such as Paint Creek Trail. The Village Manager confirmed that those are specific policies adopted by those bodies and that the proposed "receive and file" process would allow more flexibility for administration.

MOTION made by Council Member Lamb, Seconded by Council Member Cyrowski, to revert the Village Council's bill-paying protocol to align with Charter provisions. The invoice report will continue to appear on each Regular Village Council meeting agenda, included in the consent agenda, with the recommended action being "receive and file."

VOTING YEA: Ford, Cyrowski, Moshier, Lamb, Dandalides, Comparoni Jr

VOTING NAY: None

ABSENT: Rutt

MOTION: Carried

DPW Director Sanchez and Clerk/Treasurer Stout briefed the Village Council on the current purchasing policy, including updates made following the FY 24-25 Audit, which introduced secondary approvals. Pro Tem Ford inquired about the purchasing process for the DDA, and Clerk/Treasurer Stout provided an explanation of the DDA's policy.

B. Sidewalk Improvement Program

DPW Director Sanchez explained that the meeting's purpose was to review the changes made from a previous meeting and to come to a consensus to bring the Sidewalk Improvement Program Policy back to the January 27, 2025 Village Council Regular Meeting for formal adoption. Village Manager McClary highlighted changes made since the previous meeting which

were shown in yellow. Sanchez outlined three districts—District 1, District 2, and District 3—explaining that repairs will begin in each district consecutively on an annual basis. He also identified which sidewalks are needing repair, gaps in District 1, and he provided the links to the Silversmith system, which includes photos and data. Sidewalks requiring repair will be marked with paint within the Village.

Sanchez provided a tutorial on the Silversmith system, setting up usernames and passwords for Council members to review district sidewalks. Village Manager McClary reviewed the proposed program schedule, to be attached to the minutes, and explained the two types of hearings required: Needs and Special Assessment hearings that are necessary for the Sidewalk Improvement Program. Discussions involved notification procedures for residents, emphasizing that notifications should clearly outline the project, include a public hearing date(s), and specify the sidewalk slabs to be addressed for each resident. Residents will have the opportunity to submit written objections and also attend the upcoming hearings which will be clearly outlined in their notification letter.

Brenda Byers suggested including ADA compliance information in resident letters and asked about payment options for assessments. The Council clarified that residents could pay upfront or through taxes, outsource work (subject to inspection), and also have the option to split payments exceeding \$500, though interest would apply to unpaid balances.

Council Member Moshier proposed including cost estimates for sidewalk slabs in resident notifications, with a disclaimer that these are approximations. The DPW will gather average costs, bid out the project, and present the bids to the Council before preparing the special assessment roll for a public hearing. Sidewalk ramps will be funded by the Village, as specified in the Charter.

Discussions also covered grinding versus replacing sidewalks, with Brenda Byers noting that new cement may differ in color, requiring communication with residents. Pro Tem Ford raised concerns about addressing sidewalk gaps, starting with District 1. It was determined that the Capital Improvement Plan (CIP) will help fund these gaps and will be addressed in each District. Various grants were discussed for future funding and reimbursement opportunities.

The Council reached a consensus to have the Village Manager present the policy for adoption at the January 27, 2025, meeting, along with a resolution and a draft of the resident notification.

Council Member Dandalides raised concerns over meeting minutes and recordings, referencing a social media post. Clerk/Treasurer Stout clarified that all special meetings are recorded, regular meetings are recorded by ONTV and audio, and minutes are available to the public within eight days. Approved minutes are posted on the Village website the following day, along with the agenda, packet, and ONTV recording. Committee meeting minutes are also public records and must be maintained.

5. Call to the Public

None.

6. Adjournment

MOTION made by Council member Cyrowski, Seconded by Council member Moshier to adjourn the January 21, 2025 Village Council Special Meeting.

VOTING YEA: Ford, Cyrowski, Moshier, Lamb, Dandalides, Comparoni Jr

VOTING NAY: None

ABSENT: Rutt

MOTION: Carried

The January 16, 2025 Village Council Special Meeting adjourned at 7:39 PM.

Stan Ford
Pro Tem

Sonja Stout
Village Clerk/Treasurer

Date Approved: January 27, 2025 as presented.

DISTRICT #1 SIDEWALK PROJECT SCHEDULE

1. **January 27, 2025** – Adoption of Sidewalk Improvement Program Policy
2. **January 27, 2025** – Adopt resolution scheduling Sidewalk Improvement Program District #1 Project needs public hearing for February 10, 2025, to provide an opportunity for affected property owners to protest the need to repair sidewalk abutting their properties
3. **January 28, 2025** – Administration will mail out notices to affected property owners regarding the public hearing and the proposed improvements to sidewalk abutting their properties
4. **February 10, 2025** – Village Council conducts a needs public hearing, receives comments on the proposed sidewalk improvements from affected property owners, and either adopts, rejects, or modifies and adopts a resolution determining that the public convenience or necessity requires that any sidewalk shall be considered for improvement and directing the Village Manager to file with the Village Clerk an estimate in writing showing the number of square feet of sidewalk required to be built or rebuilt adjacent to each lot or parcel or parcels of land
5. **February 20, 2025** – Village Administration submits to the Village Clerk an estimate in writing showing the number of square feet of sidewalk required to be built or rebuilt adjacent to each lot or parcel or parcels of land named in the Council resolution
6. **February 21, 2025** – Village Clerk delivers copy of Council resolution and Village Administration's estimate to each affected property owner
7. **February 24, 2025** – Village Administration submits estimate to the Village Council for consideration; Council accepts or rejects estimate, and, if accepting, directs the Village Manager to prepare bid specifications and contract documents and to proceed to competitively bid the sidewalk improvement project
8. **March 24, 2025** – Village Administration submits bid results to Village Council, together with an estimate of the cost of improvement to sidewalk abutting each affected property; Council directs the Village Assessor to prepare special assessment roll; Council schedules public hearing on special assessment roll for April 28, 2025
9. **March 25, 2025** – Village Clerk sends notice of special assessment roll public hearing together with description of sidewalk improvements abutting each affected property together with estimate of cost
10. **April 28, 2025** – Council conducts special assessment roll public hearing and adopts resolution determining to proceed with project; Council awards contract for sidewalk improvements
11. **July 1, 2025** – Special assessments billed with taxes; due by August 31, 2025
12. **July – August 2025** – Sidewalk Improvement Project District #1 improvements completed