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## DDA ACTION SUMMARY SHEET

**MEETING DATE:** March 17, 2026

**TOPIC** Downtown Electrical Overview and Recommendations

**BACKGROUND BRIEF:**

The GFI outlets servicing the Downtown are increasingly damaged and non-working. The attached photos indicate a recurring theme throughout the downtown, including that much of the infrastructure has overgrown the installed equipment, or the plowing of snow (the primary current cause) has broken off outlets, boxes, and torn wires to exposed hazard(s). During the holiday season, outlets supporting lights in four (4) full blocks were consistently tripped and dark, and the GFI circuits at the Boardway and Flint intersection had to be re-activated in a daily basis.

The Contract the DDA has with the Village of Lake Orion includes that the Village is obligated to repair the outlets. In the absence of what that would entail, this office issued an RFP seeking to have qualified electrical contractors through the downtown on a mandatory pre-proposal walk through, and an initial examination of how to proceed with what is increasingly becoming a hazardous condition in downtown. Our office received proposals to complete an assessment and plan creation for the restoration and repair of damaged outlets. The cost range(s) from \$5,000 to \$57,000.

The outlets have served a valuable function for event traffic, lighting, safety, and other aspects of needing power source downtown. This functionality of our Village Downtown as a part of the multi-million dollar streetscape investment by the DDA. It is estimated that the DDA's investment in the Village Downtown of this needed source of power was approx.. \$400,000 (taking into account planning, engineering and installation).

**FINANCIAL IMPACT:** To Be Determined

**RECOMMENDED MOTION:**

To authorize the Executive Director to issue a Notice to the Village of Lake Orion asking for the repair of all damaged outlets pursuant to both the executed contract for such services, and as a duty for damage caused by seasonal snow maintenance in Downtown.

Note: in the absence of performance from the Village, this would have to be contracted separately and the applicable incurred costs charged back against the contract.



LODDA - 26-0020

RECEIPT/CLE ASSESSMENT/REPAIR

March 12, 2026

Open Bids  
When  
Where  
Who  
conference room  
21 E Church St. Lake Orion, MI 48362, USA  
Sonja Stout

	Name	Date/Time	REQUESTED		ALTERNATE BID	proper format	notes		
			BASE BID						
1)	DES electrical	3-12-26	48,600				Electronic <input checked="" type="checkbox"/> Hard copy <input checked="" type="checkbox"/>	license attached insurance attached	
2)	Decima LLC	3-12-26	56,824	assessment 1850 repair 555-74			Electronic <input checked="" type="checkbox"/> Hard copy <input checked="" type="checkbox"/>	insurance attached	
3)	State electric company	3-12-26	5040				Electronic <input checked="" type="checkbox"/> Hard copy <input checked="" type="checkbox"/>	insurance attached	
4)	ZARD Global electric	3-12-26	28,670	44,670 if mapping, survey not completed			Electronic <input checked="" type="checkbox"/> Hard copy <input checked="" type="checkbox"/>	repair scope is itemized not by plan license attached insurance attached Field assessment - no testing + verification	
5)									
6)									
7)									
7)									
7)									
Date Opened: March 12, 2026		Present: Sonja Stout + John Vaquinto							
Opened: 12:45 pm									
Signature		Signature		Signature		Signature		Signature	
Sonja Stout		Sonja Stout		Sonja Stout		Sonja Stout		Sonja Stout	

## INTERGOVERNMENTAL SERVICE AGREEMENT

### Between the Lake Orion Downtown Development Authority and the Village of Lake Orion

This Agreement is entered into this 3<sup>rd</sup> day of June, 2025, by and between the **Lake Orion Downtown Development Authority** ("DDA"), located at 118 N. Broadway St., Lake Orion, MI 48362, and the **Village of Lake Orion** ("Village"), a Michigan municipal corporation located at 21 E. Church St., Lake Orion, MI 48362. Collectively, the DDA and the Village are referred to as the "Parties."

## RECITALS

Whereas, the DDA and Village seek to collaborate on essential public works services that directly support the safety, cleanliness, and operations of the Downtown district;

Whereas, the Parties desire to define and limit the scope of services provided by the Village Department of Public Works (DPW) on behalf of the DDA;

**Now, therefore**, in consideration of the mutual covenants and obligations contained herein, the Parties agree as follows:

## 1. TERM AND TERMINATION

a) **Initial Term.** This Agreement shall commence on **July 1, 2025**, and shall terminate on **June 30, 2026**, unless otherwise terminated in accordance with this section.

b) **Automatic Renewal.** This Agreement shall automatically renew for successive one-year terms unless either Party provides notice of termination at least **90 days** prior to the renewal date.

c) **Termination.** Either Party may terminate this Agreement for any reason by providing at least **90 days' written notice**. Upon termination, DPW will complete any in-progress services or transition responsibilities as agreed upon.

d) **Annual Review.** The Parties shall meet at least annually in May to review performance, costs, and make any necessary amendments for the following fiscal year.

## 2. SCOPE OF SERVICES

The Village DPW shall provide the following services to the DDA district during the term of this Agreement:

1. **Streetlight and Electrical Outlet Repair**  
DPW will perform maintenance and repair of DDA-owned or designated decorative streetlights and public electrical outlets within the Downtown district, including diagnosis, bulb or fixture replacement, and minor pole repairs.
2. **Trash Pickup – Twice Weekly**  
DPW will empty public trash receptacles within the DDA district **two times per week**, year-round. The DDA shall provide all required trash bags, liners, and replacement containers as needed.
3. **Tree Trimming of Streetscape Trees**  
DPW will trim and maintain all trees located in DDA streetscape areas to promote safety, visibility, and overall aesthetic value.
4. **Downtown Cleaning (Sidewalk Blowing for Street Sweeping)**  
Every other week, two DPW staff members will report at **4:00 a.m.** to blow debris and litter from Downtown sidewalks and hardscape surfaces into the street to be collected by the Village street sweeper during normal sweeping operations.
5. **Special Event Support**  
DPW will assist with setup and breakdown of DDA-sponsored events, including barricade placement and removal, and trash collection during and after the event. Support must be coordinated with DPW at least two weeks in advance of the scheduled event.
6. **Mulching of DDA-Improved Properties**  
DPW will provide and spread mulch annually in designated DDA-maintained landscaped areas, including flower beds, tree bases, and other planted features.

*No additional services shall be provided under this Agreement unless formally amended in writing by both Parties.*

### **3. COMPENSATION**

The DDA shall pay the Village the sum of **\$27,210.31 annually**, to be invoiced and paid in four equal quarterly installments. This amount reflects labor and equipment costs associated with the above Scope of Services, based on current operational rates.

The DDA shall supply all consumables (e.g., trash bags, liners, mulch) related to the services provided, unless otherwise agreed in writing. The DDA will also be provided a cost for replacement electrical parts when electrical repairs are needed.

If service levels, labor rates, or material costs change significantly, either Party may request a cost renegotiation during the annual review period.

### **4. INSURANCE AND LIABILITY**

Each Party shall maintain appropriate insurance coverage for its operations and employees. Neither Party shall be liable to the other for incidental, indirect, or consequential damages arising out of the performance of this Agreement, except in cases of gross negligence or willful misconduct.

## 5. DISPUTE RESOLUTION


In the event of any dispute concerning the interpretation or application of this Agreement, the Parties shall meet in good faith to resolve the issue. If resolution is not achieved, the matter shall be referred to the Village Manager for non-binding mediation.

## 6. ENTIRE AGREEMENT


This Agreement constitutes the entire understanding between the DDA and the Village with respect to the services herein described and supersedes any prior agreements or understandings. Amendments must be made in writing and signed by authorized representatives of both Parties.

## 7. SIGNATURES

VILLAGE OF LAKE ORION


  
Darwin McClary  
Village Manager

LAKE ORION DOWNTOWN  
DEVELOPMENT AUTHORITY

  
Debbie Burgess  
Board Chair

Attest:

  
Wes Sanchez, DPW Director

  
Matthew Gibb, DDA Director

Approved by Village  
Council on 05-27-25

## EXHIBIT A

### Services provided in the DDA District at no additional cost to the DDA

#### Road and street maintenance

- Striping of streets
- Patching potholes
- Curb repair
- Repaving of streets

#### Parking maintenance

- Striping of non DDA lots
- Striping of streetside parking

Tree trimming of trees on village easements in the district.

Weed control

Wildlife rescue or removal from public areas including paint creek

Snow plowing and salting

Leaf collection

Sign maintenance

Bridge repairs

Public sidewalk repairs

Dam maintenance and monitoring

Repairs of dumpster enclosures

Graffiti removal

Bench repairs or replacement

Park maintenance of all parks in the district

Street sweeping including street sweeping of parking lots

Storm drain maintenance and cleaning

Paint creek trail maintenance

Lawnmowing and weed whipping of all public areas

Mulching of public areas including parking lots

Tree planting

This is just a small list of services the Village provides to the DDA District without additional cost to the DDA from a DPW standpoint.



## **MEETING MINUTES - DRAFT**

### **AD HOC DDA PUBLIC INFRASTRUCTURE FUND COMMITTEE**

**Wednesday May 14, 2025**

**6:00 PM**

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

**(248) 693-8391 ext. 102**

**ADDRESSING THE COMMITTEE:** 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**

The May 14, 2025 Council/DDA Public Infrastructure Fund Ad Hoc Committee Meeting was called to order at 6:02pm by Chairman/Recording Secretary Dandalides.

#### **2. Roll Call and Determination of Quorum**

##### **PRESENT:**

Council member Michael Lamb

Council member George Dandalides

Council member Stan Ford

DDA Board member Sam Caruso (arrived @ 6:07)

DDA Executive Director Matt Gibb

Village Manager McClary

##### **STAFF PRESENT:**

DPW Director Wes Sanchez

Police Chief Mark Amundson

DDA Assistant Director Janet Bloom

##### **Residents in attendance:**

None

#### **3. Call to the Public**

None

#### 4. Approval of Agenda

**Motion:** Motion made by Committee member Dandalides, supported by Committee Member Ford to approve the agenda with the addition of Police Services as Item 6 if there is time.

**Motion carried by (6) Yes, (0) No.**

#### 5. DPW Services Agreement

DPW Director passed out copies of a proposed Intergovernmental Service Agreement between the Village and the DDA. It included enhanced services to include:

- Streetlight and Electrical Outlet Repair
- Trash Pick-Up – Twice Weekly
- Tree Trimming of Streetscape Trees
- Downtown Cleaning (sidewalk blowing for street sweeping)
- Special Event Support
- Mulching of DDA-Improved Properties

These services would be provided for the period beginning July 1, 2025 through June 30, 2026 at a cost of \$27,210.31.

**Motion:** Motion made by Village Manager McClary, supported by Committee Member Lamb to recommend Intergovernmental Services Agreement as presented be taken to both the DDA Board and the Village Council for approval.

**Motion carried by (6) Yes, (0) No.**

#### 6. Police Services

Police Chief Amundson presented a draft Public Services Agreement that included:

- An additional sworn officer to be assigned primarily within the DDA boundaries
- A full-time code enforcement officer to provide code enforcement services within the DDA boundaries
- A dedicated parking enforcement agent to provide parking enforcement within the DDA boundaries
- The additional officer and the full-time code enforcement officers would be jointly funded between the Village and the DDA. The parking enforcement agent would be solely funded by the DDA

The draft agreement as presented clearly identified the detail of services to be provided, but the cost for those services were not yet in the contract. After much discussion about the cost of services and the DDA's ability to cover those costs, it was agreed that the contract should include \$103,000 to cover the additional officer and the code enforcement officer. The parking agent services would be removed from the contract.

**Motion:** Motion made by DDA Director Gibb, supported by Village Manager McClary, to ask the Chief to work into the contract \$103,000 that would be taken to both the DDA Board and the Village Council for approval. This would cover the additional officer and code enforcement officer as described in the draft agreement as presented. (no parking enforcement)

**Motion carried by (6) Yes, (0) No.**

The next step would be for Chief Amundson to revise the draft agreement and submit back the DDA Director Gibb for review and approval.

**7. Call to the Public**

None

**8. Next Meeting**

It was agreed no further meeting(s) would be required.

**9. Committee Comments**

There were no additional committee comments

**9. Adjournment**

Motion: Motion to adjourn made by Committee Member Dandalides, supported by Committee Member Caruso.

**Motion carried by (6) Yes, (0) No.**

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George Dandalides  
Committee Chairman

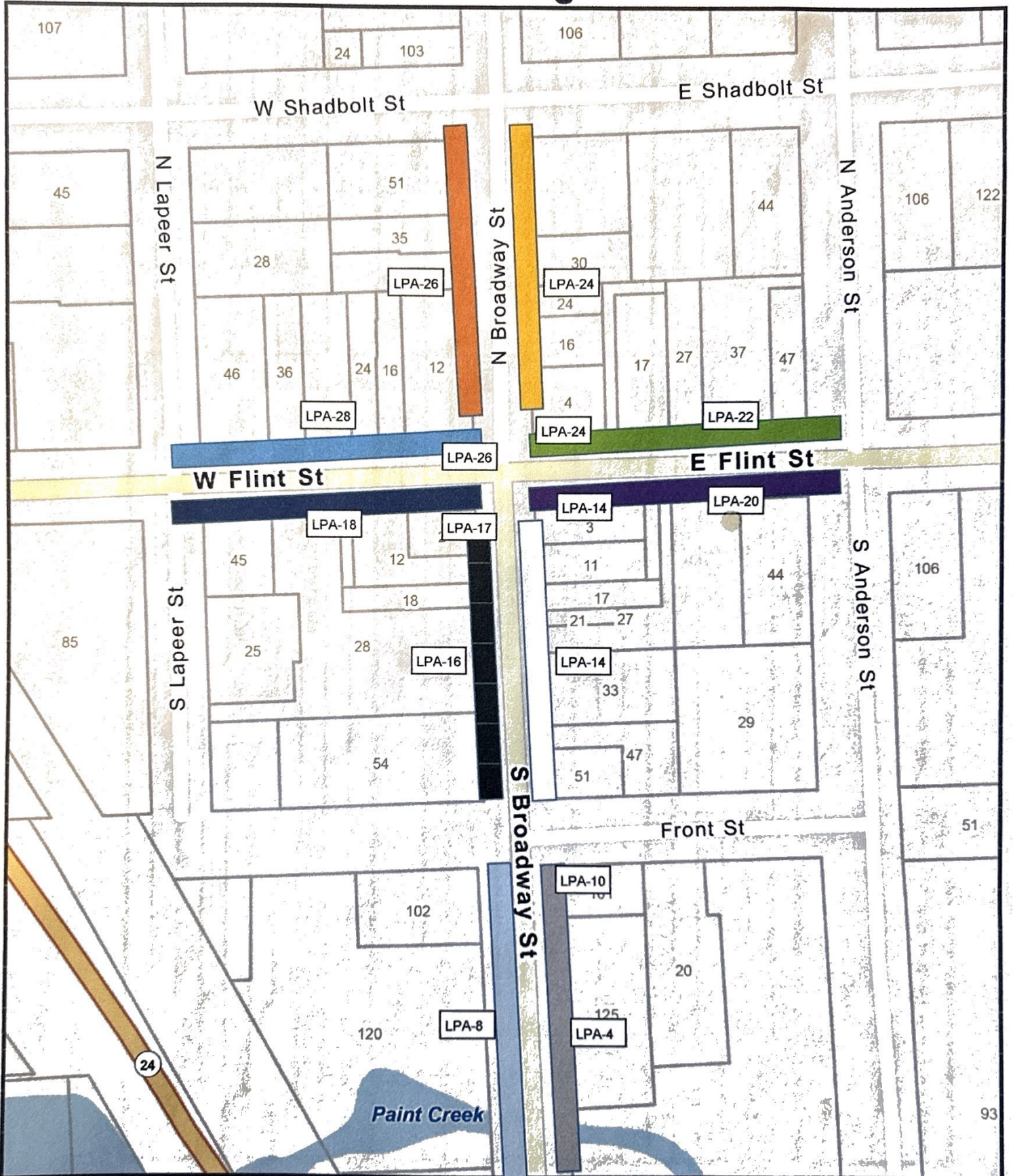
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George Dandalides  
Committee Recording Secretary

*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.*

# DDA Plugs




-  2 Foot Contours
-  5 Foot Contours
-  FEMA Base Flood Elevations
-  FEMA Cross Sections
-  100 yr - FEMA Floodplain
-  100 yr (detailed) - FEMA Floodplain
-  500 yr - FEMA Floodplain
-  FLOODWAY - FEMA Floodplain

**Disclaimer:** The information provided herewith has been compiled from recorded deeds, plats, tax maps, surveys and other public records. It is not a legally recorded map or survey and is not intended to be used as one. Users should consult the information sources mentioned above when questions arise. FEMA Floodplain data may not always be present on the map.

  
**L. Brooks Patterson**  
 Oakland County Executive

Date Created: 7/29/2014

  
**NORTH**  
 1 inch = 100 feet

DOWNTOWN PLUG INVENTORY

Tree	Circuit	Amps	Street	Location	Address
1	LPA-6	20	Broadway	Legion Landscaping	none
2	LPA-6	20	Broadway	Legion parking	none
3	LPA-6	20	Broadway	Legion parking	none
4	LPA-6	20	Broadway	American Legion	
5	LPA-6	20	Broadway	NOVA	
6	LPA-8	20	Broadway	NOVA Parking	none
7	LPA-8	20	Broadway	Creek/Dam	none
8	LPA-8	20	Broadway	Creek/Dam	none
9	LPA-8	20	Broadway	Office Building	
10	LPA-8	20	Broadway	Wagon Wheel	
11	LPA-8	20	Broadway	Wagon Wheel	
12	LPA-16	20	Broadway	Verwood	
13	LPA-16	20	Broadway	Marcellas	
14	LPA-16	20	Broadway	Sage Brush	
15	LPA-16	20	Broadway	Empty Store Front	
16	LPA-16	20	Broadway	Sand Bar	
17	LPA-17	20	Broadway	Planter - Eds Broadway	
18	LPA-18	20	Flint	Planter - Eds (Flint)	
19	LPA-18	20	Flint	CJ's	
20	LPA-18	20	Flint	CJ's	
21	LPA-18	20	Flint	Sage Brush Parking Lot	
22	LPA-18	20	Flint	Celtic Book Shop	
23	LPA-28	20	Flint	Hair Salon	
24	LPA-28	20	Flint	Empty Lot	
25	LPA-28	20	Flint	Photography Shop	
26	LPA-28	20	Flint	Tessori Gifts	
27	LPA-26	20	Flint	Planter - Tessori Gifts (Flint)	
28	LPA-26	20	Broadway	Planter - Tessori Gifts (Broadway)	
29	LPA-26	20	Broadway	Masons	
30	LPA-26	20	Broadway	Masons	
31	LPA-26	20	Broadway	Half-way House	
32	LPA-26	20	Broadway	51 North	

DOWNTOWN PLUG INVENTORY

Tree	Circuit	Amps	Street	Location	Address
33	LPA-24	20	Broadway	State Farm Parking Lot	
34	LPA-24	20	Broadway	State Farm Parking Lot	
35	LPA-24	20	Broadway	Lake Orion Reivew	
36	LPA-24	20	Broadway	Yoga	
37	LPA-24	20	Broadway	Tattoo Shop	
38	LPA-24	20	Broadway	Planter - Lisa Anns	
39	LPA-24	20	Flint	Planter - Comic Store	
40	LPA-24	20	Flint	Comic Store	
41	LPA-22	20	Flint	Salon U	
42	LPA-22	20	Flint	Law Office	
43	LPA-22	20	Flint	Village Hall	
44	LPA-22	20	Flint	Quilting Shop	
45	LPA-20	20	Flint	Veterinarian	
46	LPA-20	20	Flint	Veterinarian	
47	LPA-20	20	Flint	Vet parking Lot	
48	LPA-14	20	Flint	Hansons	
49	LPA-14	20	Flint	Hansons	
50	LPA-14	20	Flint	Planter - Hansons (Flint)	
51	LPA-14	20	Broadway	Planter - Hansons (Broadway)	
52	LPA-14	20	Broadway	Hansons	
53	LPA-14	20	Broadway	Builders custom flooring	
54	LPA-14	20	Broadway	Salon	
55	LPA-14	20	Broadway	Ally - Fenced in Area	
56	LPA-14	20	Broadway	Blind Shop	
57	LPA-10	20	Broadway	Lucky's	
58	LPA-4	20	Broadway	Florist	
59	LPA-4	20	Broadway	Accent on Art	
60	LPA-4	20	Broadway	Resale Shop	
61	LPA-4	20	Broadway	Childrens park	
62	LPA-4	20	Broadway	Childrens park	
63	LPA-4	20	Broadway	Childrens park	
64	LPA-2	20	Broadway	Childrens park	
65	LPA-2	20	Broadway	Childrens park	
66	LPA-2	20	Broadway	Valentinos	
67	LPA-2	20	Broadway	Valentinos	