



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: August 11, 2025

TOPIC Accept Council Member Resignation- Carl Cyrowski

BACKGROUND BRIEF: Council is hereby notified of the resignation of Council Member Carl Cyrowski, effective July 28, 2025. The Village of Lake Orion extends its sincere appreciation to Mr. Cyrowski for his many years of dedicated service and wishes him the very best in his future endeavors.

If Council chooses to accept Mr. Cyrowski's resignation at today's meeting, the vacancy must be filled no later than September 10, 2025, in accordance with the Village Charter.

Pursuant to Section 4.5 of the Village Charter, Council is required to fill the vacancy within 30 days after acceptance of a resignation. The full text of Section 4.5 – Filling Vacancies is as follows:

"If a vacancy occurs in any elective office, except that of Village Manager, the Council shall, within thirty (30) days after such vacancy occurs, elect a person who possesses the qualifications required of holders of the office in which the vacancy exists to fill such vacancy. If the vacancy shall be in the office of Councilman, any person so elected shall hold office until the Monday next following the next village election, at which election the vacancy shall be filled for the balance of the term of the person whose office is so filled."

In accordance with the Charter, the process to fill the vacant Council seat is as follows:

Council Vacancy Process Timeline

- **Vacancy Notice Posted**
 - August 12, 2025: Village website and Village Hall
 - August 20, 2025: Published in *Lake Orion Review*
- **Application Period**
 - August 12 – August 28, 2025 (Applications due by 4:00 PM to the Village Clerk)
- **Candidate Interviews**
 - Week of September 2: Special Council Meeting at a time determined by Council
- **Appointment of New Council Member**
 - September 8, 2025: During Regular Council Meeting at 6:30 PM

Attached is the public notice inviting applications for the vacant Council position, with the current term expiring November 8, 2026.

RECOMMENDED MOTION:

(1) Motion to Accept Resignation:

To accept the resignation of Council Member Carl Cyrowski from the Lake Orion Village Council, effective July 28, 2025.

(2) Motion to Publish Vacancy Notice and Schedule Interviews:

To authorize Clerk/Treasurer Stout to publish the Council Member vacancy notice on the Village website, in Village Hall, and in the Lake Orion Review on August 20, 2025.

(3) Motion to Schedule Special Meeting for Candidate Interviews:

To schedule a Special Meeting on _____, at _____ for the purpose of interviewing applicants for the vacant Council Member position, with the intent to make an appointment at the Regular Council Meeting on September 8, 2025, at 6:30 PM.