



Memorandum

Office of the Village Manager

TO: Honorable President Narsh and Village Council
FROM: Darwin D. P. McClary, Village Manager
DATE: September 11, 2023

RE: **VILLAGE MANAGER'S REPORT**

WEB SITE REDESIGN

The village's new web site became active last Friday. We encourage suggestions and comments on how the new site can best meet the needs of the public and will work diligently to implement suggestions and continue to make positive changes.

EGLE VIOLATIONS

The village has received a violation notice from EGLE relating to the 2021 partial replacement of a lead water service line at 515 Bellevue as part of the village's Phases I and II water main replacement program. The village should not have replaced any portion of the line without replacing the entire service line to the home in accordance with state law. We are working cooperatively with EGLE to resolve this matter.

We also received notification that the village will be receiving a violation notice for the installation of the seawall on Bridge Street that was completed previously without a permit. We are working with EGLE to obtain an after-the-fact permit. The village may have to install additional rip-rap along the outside of the wall as part of the permit.

I will keep council updated on the status of both of these issues.

PARK AVENUE RETAINING WALL

I met with the Village Engineer and DPW Director on site last week to review the proposed scope of work for the replacement of the retaining wall and have requested additional information and revised cost estimates for the work. Once I receive the additional information, we will schedule a meeting with affected property owners to review the project scope and cost and discuss an acceptable cost sharing arrangement as directed by council.

VILLAGE MANAGER PERFORMANCE EVALUATION

The Village Manager's initial performance evaluation should have been completed in May but was overlooked. At your September 25 regular meeting, I will be asking council to establish an ad hoc committee to formulate the methods and tools for manager performance evaluations and to submit those recommendations to village council for approval. Performance evaluations will be completed in March of each year.

POLICE CHIEF APPOINTMENT

Interim Police Chief Stanfield and I continue discussions on acceptable terms for his permanent promotion as Chief of Police. Once we have worked out acceptable terms, the recommendation on appointment and the employment agreement will be presented to council for approval.

ELECTRONIC AGENDA PACKETS

Staff continues to work to transition boards and commissions to electronic agenda packets from hard copy packets. Council recently authorized this transition provided that laptops are available rather than tablets. We have ordered nine (9) chrome books for this purpose. The chrome books look and work just like laptops but with reduced storage capacity used mainly for cloud computing. They are wi-fi enabled with front-mounted cameras and microphones, display connection ports, and other features. Agenda packets will be downloaded to the chrome books before each meeting and will also be accessible in the cloud. We were able to purchase the chrome books for less than the cost of tablets at \$209 each. I will continue to keep council apprised of the transition and staff will schedule individual training for council and board and commission members on how to use the chrome books.

PEAK AGENDA MANAGEMENT SYSTEM

Staff is working with Granicus to transition from the outdated IQM2 agenda management system to the company's fully cloud-based Peak agenda system. There will be no additional cost to the village to transition to this new system. I will keep council updated on the progress of this project.

EVERGREEN CEMETERY FENCE

In response to complaints the village has received from residents about people parking on Evergreen Cemetery lawn on top of graves, DPW has installed a new split rail fence along the cemetery property on West Flint Street. The public can still parallel park on the street adjacent to the fence, but they will no longer be able to pull onto cemetery grounds on top of graves for perpendicular parking.

REDEVELOPMENT READY COMMUNITIES PRESENTATION

As council will recall, you postponed action on approval of the McKenna contract to complete the strategic action plan for the 2022 Master Plan until council could receive a presentation on the Redevelopment Ready Communities Program. We are working with RRC to try to schedule a brief presentation for your September 25 regular meeting.

WEST LOFTS PUD PROJECT

The planning commission met last week and approved the West Lofts PUD project at the former Ehman Center on Elizabeth Street with conditions recommended by the village's planner and engineer. The PUD agreement will be presented to council for final approval in the near future.

IDENTIFICATION OF VILLAGE OWNED PROPERTIES

Council included the identification of all village owned properties as a project for your FY 2023-24 goals and objectives. We have begun preliminary work to start the identification of all village owned properties. We are reviewing tax data provided by Oakland County Equalization, and I have requested a proposal from McKenna to perform certain follow up work and to map the properties in GIS. The proposal will be presented to council once it is received.

PARKING METER PROPOSALS

Pursuant to council's request earlier this year, staff continue to seek cost effective ways to install parking metering systems in the downtown area for consideration by council. We have identified another company that would install the metering systems and provide the data necessary for parking enforcement with no required village investment. We are reviewing the company's information further and will report to council with our findings.

PY 2024 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION

Key staff and I attended the virtual meeting for the Oakland County PY 2024 CDBG Application workshop last week. We will be working to identify eligible projects, scheduling the necessary public hearing, and completing the final application for submission by the December 1, 2023, deadline.

LOLA LAW ENFORCEMENT MEETING

I attended the meeting that the Lake Orion Lake Association (LOLA) hosted last week with Orion Township and Village of Lake Orion officials and law enforcement to discuss its concerns relating to lake enforcement. A number of suggestions were put forward on how to address some of the issues. LOLA President Dandalides and law enforcement agencies are following up on the suggestions.

IMPORTANT DATES

- September 13, 2023 – ONTV Board meeting – 7:00 PM
- September 16, 2023 – Ed’s Broadway Gift & Costume’s 10th Annual Zombie Walk & Poker – 8:00 PM – 10:00 PM
- September 19, 2023 – Downtown Development Authority Board regular meeting – 6:30 PM
- September 21, 2023 – Orion Library Board of Trustees regular meeting – 6:30 PM
- September 21, 2023 – Board of Zoning Appeals regular meeting – 7:30 PM
- October 1, 2023 – Golling Buick GMC Car Show