



# Memorandum

Office of the Village Manager

**TO:** Honorable President Narsh and Village Council  
**FROM:** Darwin D. P. McClary, Village Manager  
**DATE:** October 23, 2023

**RE:** **VILLAGE MANAGER'S REPORT**

## **SANITARY SEWER PUMP STATION UPGRADE PROJECT AND CWSRF APPLICATION STATUS**

Village staff and engineers continue to work with WRC and its engineers on the sanitary sewer pump stations improvement project. The project design is 90% complete, with our engineers working with WRC to address some outstanding design issues. The final amount of grant funding through the federal 2024 Community Projects Program is still unconfirmed, although we applied for \$5.8 million in funding, with the village to contribute up to \$1.5 million. Sewer rates were adjusted earlier this year assuming that the village would pay the \$1.5 million local matching cost.

We met with WRC last week to discuss the bonding for this project. We determined that utilizing the county's credit rating and bonding process would probably be most beneficial to the village in terms of interest cost. Unless council has concerns with this determination, we will continue the project planning with the assumption that we will use the county's bond process.

I will keep council apprised of the progress with this project as additional information is available.

## **POLICE CHIEF APPOINTMENT**

The Police Chief Contract Assistance Committee is scheduled to meet on Tuesday, October 24, to review and discuss an acceptable contract proposal. I am hoping that the committee can complete its work and finish negotiations with Interim Chief Stanfield by council's November 14 meeting.

## **HALLOWEEN TRICK-OR-TREAT HOURS**

Halloween Trick-or-Treat hours within the village will be on Tuesday, October 31, 2023, from 6:00 PM to 8:00 PM. Trick-or-Treat hours are the same each year unless changed by the council.

## **CAPITAL IMPROVEMENT PLAN AND FEE SCHEDULE WORK SESSIONS**

The village council will hold work sessions on the capital improvement plan and fee schedule on Wednesday, October 25, and Monday, November 20, both at 6:00 PM. No other times would work for a majority of council members.

The first session will provide an opportunity for village council to review the rough draft of the CIP schedule and provide input on additional capital items, costs, schedules, and funding sources so that staff can begin preparations of a final draft for council review. This project is expected to take three or four meetings to complete the CIP.

## **SAVE THE LAKE ORION DDA POLITICAL SIGNS**

I received complaints over the weekend about the “Save the Lake Orion DDA” political signs. Some of the signs were placed within the village’s street rights-of-way without a permit. Code Enforcement Officer Hammond contacted the committee, and the committee is working to move the signs to private property by tomorrow.

As a friendly reminder, no signs of any type should be installed or erected on village owned property without proper permits. Political signs should only be placed on private property. Individuals carrying political signs may use public sidewalks and property while carrying those signs.

## **DOWNTOWN NORTHEAST QUADRANT DUMPSTER ENCLOSURE**

My office received complaints over the weekend about the condition of the dumpster enclosure in the village parking lot behind 313 Pizza. DPW has been performing periodic clean up of the enclosure, but the enclosure is jointly owned by the DDA and Lockhart’s BBQ (now 313 Pizza). DPW Director Sanchez and I will be working with both to determine an appropriate maintenance plan.

## **SOUTH LAPEER STREET GREASE DUMPSTERS**

The village has been experiencing problems with the grease dumpsters that were placed on the village owned property at the end of South Lapeer Street a few years ago. The grease dumpsters are not properly maintained, are leaking, and are unsightly. The DDA is working with Village Engineer Thurber on design plans for a proper grease dumpster enclosure for the village owned property at the end of South Lapeer Street, and the DDA is involved in discussions with the affected business owners on this project. The village council will need to approve a license agreement for the use of village property prior to the construction of the enclosure if the Village Engineer determines that the project is feasible.

## **ARPA FUNDING OBLIGATION**

To be eligible for 1% of this year's state revenue sharing payments, the village will need to obligate its American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Fund (SLFRF) monies by December 31, 2023. Previous Village Manager Young had designated the village's \$335,000 in funding for water and sewer infrastructure projects, and I will be asking the council to adopt a resolution obligating the funds for the 2024 Sanitary Sewer Pump Stations Improvement Project at your November 14 meeting.

## **COMMUNITY DEVELOPMENT BLOCK GRANT PY 2024 APPLICATION**

At your November 13 meeting, administration will be requesting that the village council schedule a public hearing on the village's Community Development Block Grant (CDBG) PY 2024 application. The public hearing will be held on November 27. The application is due on December 1. Public Works Director Sanchez and I are working to determine eligible projects. The village receives approximately \$9,000 annually in CDBG funding.

## **APPOINTMENTS TO THE BOARD OF ETHICS**

As council is aware, you adopted the ethics ordinance on October 9. The ordinance took effect upon its publication. The council needs to begin thinking about making appointments to the three positions on the new created Board of Ethics. This matter will be on your November 14 meeting for consideration.

## **AGENDA AND MINUTES MANAGEMENT SYSTEM**

Administration has been in discussions with Granicus on the possible migration from the IQM2 agenda and minutes management system to the company's newer and completely web-based PEAK system. However, I am unhappy with the pricing that the company proposed, and I am concerned about maintaining a system that does not fully integrate with our new web site and requires duplication of effort and lack of integration with the web site calendar.

As a result, we have been reviewing CivicPlus' Meeting Essentials Ultimate agenda and minutes management system and are pleased with the functionality and integration with our web site. Moreover, the first year investment for the new system is less than we are currently paying for the old IQM2 system subscription, and future years' subscription costs are half what we are paying for the current system. A contract to migrate to CivicPlus' platform will be on your November 14 meeting agenda for consideration.

## **METERED DOWNTOWN PARKING**

Administration has been discussing a metered downtown parking solution with a third company, Municipal Parking Solutions (MPS), due to concerns about the upfront investment costs and limitations on scalability and utilization for the boat dock facilities. MPS is proposing an excellent

solution with little to no upfront investment by the village with state of the art technology to address our parking enforcement needs, both downtown and potentially at the boat docks. We will be presenting some preliminary information on this solution at council's November 14 meeting.

### **MOBILE FOOD ESTABLISHMENTS ORDINANCE REVIEW**

Village Attorney Kucharek has incorporated Council Member Van Portfliet's proposed changes into a draft update to the ordinance. However, council had requested additional research and changes focusing on definitions for public and private events, time limits, storage and preparation time for the trailers, and elimination of conflicts with commercial vehicle regulations on local streets. We continue working on these items and hope to have a discussion draft ready for council's November 14 meeting.

### **PARK AVENUE RETAINING WALL REPLACEMENT PROJECT**

I am hoping to finalize initial details with staff and our engineer and to get a meeting set up with property owners within the next two or three weeks to discuss this project and cost sharing. At this time, it appears that two or three property owners may be affected by the project.

### **VILLAGE MANAGER EVALUATION TOOL DEVELOPMENT COMMITTEE**

The committee met on October 17 to begin work on the development of a performance evaluation tool and process. Additional meetings are forthcoming.

### **IMPORTANT DATES**

- October 24, 2023 – Police Chief Contract Assistance Committee meeting – 5:00 PM
- October 24, 2023 – Parks and Recreation Advisory Committee regular meeting – 6:30 PM
- October 25, 2023 – Village Council capital improvement plan work session – 6:00 PM
- October 31, 2023 – Halloween Trick-or-Treat hours – 6:00 PM – 8:00 PM
- November 2, 2023 – Board of Zoning Appeals regular meeting – 7:30 PM
- November 6, 2023 – Planning Commission regular meeting – 7:30 PM
- November 8, 2023 – ONTV Board regular meeting – 7:00 PM
- November 14, 2023 – Village Council regular meeting – 7:30 PM – **NOTE: MEETING IS ON TUESDAY DUE TO OBSERVANCE OF VETERANS DAY HOLIDAY**