



Memorandum

Office of the Village Manager

TO: Honorable President Narsh and Village Council
FROM: Darwin D. P. McClary, Village Manager
DATE: November 27, 2023

RE: **VILLAGE MANAGER'S REPORT**

POLICE CHIEF APPOINTMENT

I received a written counter from the Chief today on our employment offer. I will be setting up a meeting of the committee to review the counter offer and formulate an answer.

FEE SCHEDULE WORK SESSION

Village Council held a work session on November 20 to discuss the comprehensive fee schedule. Council requested copies of fee schedules for other area communities, and administration is gathering the information. We will continue work on this project after the holidays.

SANITARY SEWER PUMP STATIONS IMPROVEMENT PROJECT

We met with Oakland County Water Resources to discuss the county's revised cost estimates for the project. The original cost estimate was \$7.3 million. The revised cost estimate is over \$10 million. I am working with our engineer and the county to determine options.

PARK AVENUE RETAINING WALL REPLACEMENT PROJECT

The Village Engineer, Public Works Director, and I will be meeting with affected property owners tomorrow to review the scope of the project, cost estimates, and cost sharing.

CAPITAL IMPROVEMENT PLAN SUBMISSIONS DUE

Just a friendly reminder that council members need to submit your capital improvement project suggestions by November 30. Your submissions should include a description of the project, proposed year for completion, cost estimate, source(s) of funding, and priority level (high, medium, low). These will be compiled into the draft CIP for review and discussion by council in January.

NEW ADMINISTRATIVE OFFICES COPIER

The new copier for the administrative offices will be delivered and set up on Thursday. Administration will have limited printing and copying capabilities during the set up.

REDEVELOPMENT READY COMMUNITIES PRESENTATION

Stephanie Pena from RRC will reschedule her presentation due to illness. We are trying to reschedule for December 11.

AUDIT PRESENTATION

The audit presentation and receipt of the audit report have been moved to the December 11 meeting due to the fact that the audit report was not completed in time for council to review the report prior to the November 27 meeting.

IMPORTANT DATES

- December 2, 2023 – Orion Area Lighted Parade
- December 4, 2023 – Planning Commission regular meeting – 7:30 PM
- December 7, 2023 – Board of Zoning Appeals regular meeting – 7:30 PM
- December 11, 2023 – Village Council regular meeting – 7:30 PM
- December 19, 2023 – DDA Board of Directors regular meeting – 6:30 PM
- December 21, 2023 – Orion Library Board of Trustees regular meeting – 6:30 PM
- December 21, 2023 – Board of Zoning Appeals regular meeting – 7:30 PM
- December 25-26, 2023 – VILLAGE OFFICES CLOSED FOR CHRISTMAS HOLIDAY
- **REMINDER – NO SECOND VILLAGE COUNCIL MEETING IN DECEMBER**