



# Memorandum

*Office of the Village Manager*

**TO:** Honorable President Narsh and Village Council  
**FROM:** Darwin D. P. McClary, Village Manager  
**DATE:** March 25, 2024

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

## **LAKE LEVEL MANAGEMENT**

The Department of Public Works began the process of raising the water level in Lake Orion today. Over the period of four weeks, the department will turn one block in the dam each Monday and Thursday until all eight blocks have been turned. Public Works monitors the lake level while completing this process.

## **ACTING POLICE CHIEF**

Acting Police Chief Tom Lindberg joined our management team on March 18. Chief Lindberg is administering the operations of the department but is not performing road patrol. He will be working for us on a temporary basis until the recruitment and selection of a permanent Chief of Police is completed.

## **POLICE OFFICER RECRUITMENT**

Chief Lindberg is focused on one of the department's top priorities: recruiting new police officers. He has reviewed and updated the advertisement for police officer position openings and is working to place the postings with regional police academies and the Michigan Association of Chiefs of Police (MACP) in addition to MCOLES. The Chief will also be assisting me with the recruitment and selection of a permanent Chief.

## **FY 2024-25 BUDGET PREPARATION UPDATE**

Work on the proposed FY 2024-25 budget, capital improvement plan, fee schedule, and water and sewer rates continues. The proposed budget will be submitted to council on April 8 in accordance with charter requirements, and the CIP, fee schedule, and utility rates will be presented and discussed at subsequent meetings.

## **SANITARY SEWER PUMP STATIONS IMPROVEMENT PROJECT AND BONDING UPDATE**

I was in contact with Trevor Hustus of Congresswoman McClain's office last week to discuss the timing for the grant funding for the pump stations project. Trevor indicated that we should be receiving grant documents within the next month or two, and funding should be released by the end of summer. He believes that the village will receive a lump sum payment of the full \$1.75 million up front rather than disbursements on a reimbursement basis. I am working to time the bidding, contract award, notice to proceed, grant funding, and bonding to maintain adequate cash flow for the Water and Sewer Fund, maximize grant funding opportunities, and to minimize the need for debt as much as possible.

## **CIVICPLUS MEETINGS ESSENTIAL AGENDA MANAGEMENT SYSTEM UPDATE**

Administrative staff will receive training on the new agenda management system tomorrow afternoon. We anticipate utilizing the system for the first time for the Village Council's April 8 regular meeting.

### **IMPORTANT DATES:**

- March 28, 2024 – VILLAGE OFFICES CLOSED for the Good Friday holiday. Public Works Department will work Thursday and observe the holiday on Friday.
- March 29, 2024 – Parks and Recreation Advisory Committee – meeting moved to previous week due to anticipated committee member absences
- April 1, 2024 – Planning Commission regular meeting – 6:30 PM
- April 4, 2024 – Board of Zoning Appeals regular meeting – CANCELLED
- April 8, 2024 – Village Council regular meeting – 7:30 PM