



# Memorandum

Office of the Village Manager

**TO:** Honorable President Narsh and Village Council  
**FROM:** Darwin D. P. McClary, Village Manager  
**DATE:** February 12, 2024

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

## **POLICE DEPARTMENT STAFFING UPDATE**

As council is aware, the Police Department has four (4) full time police officer positions open. As of today, two officers have been hired. One was hired and then placed on unpaid administrative leave pending a matter from another department. The second is a former Lake Orion officer who is returning but awaiting MCOLES approval. He is ready to start work immediately upon approval. Chief Stanfield has received several other applications, three of which are promising. However, even with the progress made in recruiting officers, Chief Stanfield informed me that he will need to extend the county sheriff contract beyond early March and will be making a request for extension at Council's February 26 meeting.

## **2024 DAM SAFETY INSPECTION**

As council is aware, the Lake Orion Dam must be inspected for safety every four years, and an inspection and report is required by December 31, 2024. Administration requested that EGLE perform the inspection and report at no cost to the village, and we have received confirmation from EGLE that they will complete the inspection this year. Administration will also be completing a required review and update of our dam emergency action plan (EAP) as part of this process in coordination with the Oakland County Emergency Management Office.

## **DEPUTY CLERK/TREASURER RECRUITMENT UPDATE**

Administration has received several good applications for the Deputy Clerk/Treasurer position, and we have scheduled interviews for this week.

## **MUNICODE ORDINANCE RECODIFICATION PROJECT UPDATE**

Village Attorney continues to review the changes submitted to her by MuniCode. Once completed with the review, comments and suggestions will be returned to MuniCode. MuniCode will then complete its proofreading and editing to complete a final draft code for proofing. The

Village Attorney and Village administration will complete a final review. The remaining work on this project is expected to take several more months to complete.

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

Administration will be scheduling a second meeting with affected property owners to continue discussions on the Park Avenue Retaining Wall Replacement Project scope work and cost sharing. We are hoping to meet during the first week of March.

#### **VILLAGE PROPERTY INVENTORY AND MAPPING PROJECT UPDATE**

The village property inventory and mapping project is progressing well. We have determined that there is no owner of record for the “park” lot at Elizabeth and North Broadway, and the Village Attorney is handling the quiet title process for that property.

#### **CIVICPLUS AGENDA MANAGEMENT SYSTEM PROJECT UPDATE**

Administration’s work with CivicPlus to migrate from the Granicus IQM2 agenda management system to the CivicPlus Meetings Essential platform continues, and we will be meeting with CivicPlus later this week assess progress and identify our go-live date. Our goal is to have the system operational in time for Council’s April 8 regular meeting.

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

Administration is in the process of developing the proposed FY 2024-25 budget. Department directors must have departmental requests to me by February 29. We will be working to finalize the proposed budget during the month of March, and the budget will be submitted to Council at your April 8 regular meeting

#### **44 EAST FLINT STREET PARKING LOT DEVELOPMENT PROJECT**

I have initiated discussions with JS Capitol Group regarding the development of 44 East Flint Street for a fee-based parking lot in the hopes of encouraging the developer to consider a multi-story, mixed use building for the site rather than a gated parking lot. Meeting the required parking calculations for a multi-story building appears to be the concern of the developer, but Jeff Schmidt has expressed interest in discussing options with administration. I will keep council apprised of our discussions.

#### **SHORT TERM RENTAL ORDINANCE PROJECT**

At Monday’s Planning Commission meeting, I requested that the Commission remove zoning ordinance amendments for short term rentals from consideration at this time. Unlike last year, there does not appears to be discussion by the state legislature to move forward with short term

rental legislation, making action at the local level unnecessary at this time. I will continue to monitor state action and take appropriate steps if the situation should change.

#### **VILLAGE MANAGER ABSENCE**

I will be on vacation from February 17 through February 24 and will be in Puerto Rico during that time. I will be available by cell phone for any important matters.

#### **OAKLAND COUNTY TREASURER'S OFFICE FORECLOSURE PREVENTION PROGRAM**

**Attached** is a copy of the information received from the Oakland County Treasurer's Office regarding the county's foreclosure prevention assistance program. This information has also been posted on the village's web site.

#### **IMPORTANT DATES**

- February 15, 2024 – Orion Library Board of Trustees regular meeting – 6:30 PM
- February 19, 2024 – **VILLAGE OFFICES CLOSED FOR PRESIDENTS DAY**
- February 20, 2024 – DDA Board of Directors regular meeting – 6:30 PM
- February 26, 2024 – Village Council special meeting – Capital Improvement Plan – 6:30 PM
- February 26, 2024 – Village Council regular meeting – 7:30 PM
- February 27, 2024 – Parks and Recreation Advisory Committee regular meeting – 6:30 PM



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Robert Wittenberg, Treasurer

Jody Weissler DeFoe, Chief Deputy Treasurer

### Oakland County Treasurer's Office Foreclosure Prevention

The Oakland County Treasurer's Office is in the final stretch of our Foreclosure Prevention efforts. The tax foreclosure deadline for the 2021 or prior year taxes is on April 1, 2024. That means if these taxes aren't paid off by April 1<sup>st</sup> or any interested party hasn't entered into a repayment schedule with the Treasurer's office by then, the property will be foreclosed.

Since December of 2023, the Treasurer's office has conducted over a thousand Taxpayer Assistance Meetings to assist taxpayers with keeping their properties by working with them to get on a repayment schedule and/or by identifying resources that may be beneficial to them and their situation. We are here to help and strongly encourage taxpayers to contact us before the tax foreclosure deadline if they have delinquent taxes for 2021 or prior tax years. Taxpayers interested in scheduling a Taxpayer Assistance Meeting may call us at 248-858-0611 or they may visit [www.oakgov.com/treasurer](http://www.oakgov.com/treasurer)

Some of the resources available to assist taxpayers include:

- **Financial Empowerment Center** in the Treasurer's Office which provides one-on-one financial coaching and services to help taxpayers achieve their financial goals. Contact Reda at [nafsor@oakgov.com](mailto:nafsor@oakgov.com) or 248-807-5287.
- **Lakeshore Legal Aid** provides free legal services to people who are low income and seniors. 1-888-783-8190 is the number for new clients.

Again, we are here to help and strongly encourage taxpayers to contact the Treasurer's office if they have delinquent taxes for 2021 or prior tax years. If taxpayers are interested in scheduling a Taxpayer Assistance Meeting, they may call us at 248-858-0611 or they may visit [www.oakgov.com/treasurer](http://www.oakgov.com/treasurer).

Thank you!

A handwritten signature in black ink, appearing to read "Robert Wittenberg".

Robert Wittenberg  
Oakland County Treasurer