



Memorandum

Office of the Village Manager

TO: Honorable President Narsh and Village Council
FROM: Darwin D. P. McClary, Village Manager
DATE: August 28, 2023

RE: **VILLAGE MANAGER'S REPORT**

WEB SITE REDESIGN

Administration has been working on migrating content from the old web site to the new, and the web site is ready to go live as soon as we can redirect the domain, possibly next week. We will continue to migrate content and add new content after the new site is up and running.

FY 2022-23 AUDIT PROCESS

The village's auditing firm, Andrews Cooper Pavlik PLC (AHP) met with key administrative staff on July 25 to discuss the 2023 audit procedures, schedule, and issues. Following is the anticipated audit preparation schedule:

- Audit Planning – early August
- Audit Fieldwork – week of September 25
- Completion of Draft Audit Report – early November
- Presentation of Audit Report to Village Council – November 27

PARK AVENUE RETAINING WALL

I will be working with the Village Engineer and DPW Director to schedule an informational meeting and discussion with property owners on Park Avenue for mid-September to review the retaining wall project scope of work and to discuss an acceptable cost sharing arrangement as directed by village council. I will keep council apprised of this project as more information becomes available.

INITIATIVE PETITION STATUS UPDATE

The Lake Orion DDA and the village filed suit on August 21 against the county and Thomas Patterson to seek a declaratory judgment to prevent the DDA TIF Plan ballot proposal from being placed on the November 2023 ballot. The position of the village is that the petition preparation and circulation processes and the Township Clerk's submission of the petition to the county

without village council review and action violated provisions of the village charter. The Village Attorney and I will keep council apprised of the status of this suit.

DDA ACQUISITION OF LUMBER YARD PROPERTY

The Lake Orion DDA closed on the purchase of the lumber yard property on August 28.

CAPITAL IMPROVEMENT PLAN AND COMPREHENSIVE FEE SCHEDULE

Council and administration need to continue working to finalize the CIP and comprehensive fee schedule, work we began earlier this summer. I am hoping that we can wrap up this work by the end of November.

POLICE CHIEF APPOINTMENT

I will be submitting my request for approval of my appointment of Police Lieutenant Todd Stanfield to the position of Police Chief as soon as he and I are able to work out details for a proposed employment agreement. I am hoping to be able to place this matter on the September 11 council meeting agenda.

IMPORTANT DATES

- August 30, 2023 – Lake Orion Live! Music Series – 6:30 – 8:00 PM
- September 4, 2023 – **VILLAGE OFFICES CLOSED IN OBSERVANCE OF LABOR DAY HOLIDAY**
- September 5, 2023 – Planning Commission regular meeting – 7:30 PM
- September 7, 2023 – Board of Zoning Appeals regular meeting – **CANCELLED**
- September 11, 2023 – Village Council regular meeting – 7:30 PM