



# Memorandum

Office of the Village Manager

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

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

## **ATWATER STREET PEDESTRIAN CROSSING SIGNAL**

The village has received payment for the damage to the Atwater Street pedestrian crossing signal, and the Public Works Department is working with the contractor to complete the repairs as soon as all parts are available.

## **GOAL SETTING SESSIONS**

Council is scheduled to hold your second goal setting work session on January 24, with January 26 set aside as a reserve date if an additional meeting is necessary. We will continue discussion, costing, and prioritization of the goals and objectives. Village Clerk Galeczka informed me that council's goals were updated in September 2021, and I am attaching those so that you can decide whether any additional items need to be removed from the previous list.

## **SPECIAL ASSESSMENT POLICIES AND PROCEDURES**

It is imperative that we have a comprehensive policy for special assessments so that we can address the myriad capital improvement needs of the community. I have completed a draft special assessment policy for streets, sidewalks, drainage, seawalls, and retaining walls, including proposed methods of determining village and property owner contributions toward key projects, so that the village can establish a fair, uniform, and consistent method in determining when special assessments are appropriate and the methods of spreading costs. The proposed policy will be presented to council at your February 13 meeting for consideration. The draft policy is attached.

## **MICHIGAN MUNICIPAL EXECUTIVES WINTER INSTITUTE**

I will be out of the office next week to attend the Michigan Municipal Executives (MME) winter institute in Grand Rapids.

## **TENTATIVELY SCHEDULED COUNCIL MEETING AGENDA ITEMS**

Attached please find a list of items tentatively scheduled to come before council during the next month (this is a list of items tentatively scheduled to date and will change).

### **IMPORTANT DATES**

- **January 24, 2023** – Village Council Goal Setting Work Session #2 – 6:30 PM
- **January 26, 2023** – Village Council Goal Setting Work Session #3 (if needed) – 6:30 PM
- **February 2, 2023** – Board of Zoning Appeals – CANCELLED
- **February 6, 2023** – Planning Commission
- **February 7, 2023** – DDA Main Street Program Evaluation Day
- **February 9, 2023** – DDA Live Ice Sculpting – 3:00 – 8:00 PM
- **February 13, 2023** – Village Council regular meeting
- **February 16, 2023** – DDA Live Ice Sculpting – 3:00 – 8:00 PM
- **February 16, 2023** – Board of Zoning Appeals
- **February 16, 2023** – Orion Library Board of Trustees Meeting



Draft revision 2/25/2022

## **2021-22 VISION, MISSION, VALUES, GOALS AND OBJECTIVES**

**Revised Draft from September 20, 2021 Council Meeting**

### **VISION**

The Village of Lake Orion is a desirable, vital, vibrant, safe, sustainable small community that cherishes its local culture, heritage and history as it moves forward into the future. Encouraging innovation and continuous improvement promoted by the diversity of its citizens and businesses through their involvement in local governance who understand their responsibility for protecting its special natural resources creating a unique place by which its citizens and businesses are proud to call "home".

### **MISSION**

***The Mission of the Village of Lake Orion is to plan and implement for foster the reemergence of our community with a vibrant downtown and a high quality of life that is enhanced by our historic character, culture, trails, waterway and parks areas features.***

### **CORE VALUES**

- **Trust.** We will maintain the highest levels of transparency, honesty, integrity, truthfulness, and ethical conduct.
- **Quality.** We will strive for excellence, professionalism, quality, and pride from public officials in the conduct of our work and the provision of our programs and services.
- **Innovation.** We will encourage and support new, creative ideas and reasonable risk taking, take advantage of unique and beneficial opportunities that advance our community.
- **Respect for all individuals.** We will respect individuals, embrace tolerance and diversity, treat all citizens fairly, and seek involvement and participation from individuals from all levels of the village government and from the community at large.
- **Teamwork.** We recognize and value the importance of working together to accomplish community goals.
- **Effective Service.** We strive to be trendsetters and value timely, courteous, cooperative, responsive, efficient, and effective public service.
- **Future Orientation.** We make decisions that stand the test of time, that help us to control our own destiny, that cultivate and sustain family heritage while encouraging intergenerational connection, that promote the viability and sustainability of our community for the long term, and provide a place that all citizens and businesses are proud to call "home".

## **GOALS AND OBJECTIVES**

- **Goal : Provide a Supportive and Informative Environment for the Economic Reemergence from the COVID-19 Emergency Disaster**
  - **Objective:** ***Continue Reemergence of economic growth to pre COVID-19 Levels.*** Actively inform and support the community for economic reemergence to a healthy business activity level with continuous growth and success. We will seek various Federal, State and County programs and forward to the businesses. Continuously seeking activities to promote downtown patronage.
  
- **Goal : Promote Sound and Prudent Financial Management**
  - **Objective:** ***Review DDA Board Best Practices.*** Including reviewing the DDA district .
  
  - **Objective:** ***Identify, classify and determine use of all Village owned properties.*** Consider possible license agreement options including use agreements with property owners on the lake for the Village owned right-of-way properties. Review Village owned properties to determine if any could be sold or licenses or leases for right of way properties particularly along the lake.
  
  - **Objective:** ***Review of Village Consultants -*** Review of Village consultants to ensure the Village is obtaining the best services available at the best price; include the possibility of bringing Planning services and building enforcement in-house.
  
  - **Objective:** ***Address Parking needs of the downtown,*** including pay to park- meters on street and a parking structure. Signage for employee parking areas. Consider Lumber Yard, parking deck and grants.
  
  - **Objective:** ***Prioritize Infrastructure Projects and Water and Sewer Rates Review-*** Review the water and sewer rates based on the four-year step increases from 2022-2026 compared to current and future costs including infrastructure improvements of water and sewer system including the lift/pump stations.
  
- **Goal : Promote Proper Management of Capital Assets and Infrastructure**
  - **Objective:** ***Water System Improvement Program - Phase 1/2-***Continue water main replacement program to replace old (1940) and undersized (>8") mains. \$6,030,000 bond issued in 2018 with a \$5 million contract 95% completed in 2021 for Phase 1/2.
  
  - **Objective:** ***Water Service Line replacements-*** Replace service lines from stop box to building- galvanized lines. Seek grant funding.
  
  - **Objective:** ***Water System Improvement Program - Phase 3/4-*** Continue water main replacement program of the remaining old (1940) and undersized (>8") mains. \$3,090,000 authorized bond balance (\$10,000,000 total) in 2018. Design engineering

needs to be completed and grants/loans financing secured. This would include the lead goose neck/galvanized service lines as well.

- **Objective: Sanitary Sewer System Improvement Program** – Prioritize a comprehensive sanitary sewer system improvement and funding plan, including repair and rehabilitation of pump/lift stations. SAD (special assessment district) option for sanitary sewer system improvements.
- **Objective: DPW Yard site renovation plan** – Prepare a DPW Building and salt storage structure improvement/replacement plan and provide funds for future needs. Prepare a DPW Yard site plan proposal.
- **Objective: Add or Improve Sidewalks for more walkable and safer community**  
Promote the Village's process for adding sidewalks which is 100% the property owner. Funding possible by DDA:
  - M24 – along front of Evergreen Cemetery:
  - Washington between Shadbolt and Elizabeth Street
  - Washington between Shadbolt and Jackson- residents
- **Objective: Road Funding for Paving and maintenance** – Seek funding for street including grants and special assessment districts (SAD).
- **Objective: Replacement of Meek's and Children's Park Pedestrian Bridges**  
The pedestrian bridges at Meek's and Children's to be replaced with bridge structure previously purchased.
- **Goal : Promote Quality Recreation Services and Environmental Stewardship**
  - **Objective : Paint Creek Stream Bank Stabilization** – Obtain grant funding to complete necessary improvements to the Paint Creek stream banks to prevent erosion, improve aquatic habitat, and provide educational and/or recreational opportunities for the public along Children's and Meeks parks. Pedestrian bridge options. Donations.
  - **Objective : Parks and Recreation Funding** – Identify new or alternative revenue sources to provide sufficient funding for park facility improvements and recreational programming. A non-profit Friends of Lake Orion Village Parks (501(3)(c) was established in 2019. Market and promote the Friends of Lake Orion Village Parks 501 (c)3 for funding project efforts. Actively pursue grant funding opportunities to assist with operations, maintenance, and/or improvements. Update Parks & Recreation Master Plan to include restrooms at Atwater Park for the 2022 five-year expiration to be eligible for future grants.
  - **Establish and Adopt a Park Program.**  
There are four major parks – Atwater, Children's, Green's and Meek's and two residential area parks Unger (Bellevue) and Swiss Village (Central) that could be considered for adoption.

- **Objective:** Green's Park/ Children's – Complete capital improvements to Green's Park- pavilion, dock, gazebo, and build a playground structures. Reevaluate the fees and operations for financial, attendance and liability improvements (including elimination of fees and lifeguards). Parks & Rec Advisory Board seeking pavilion construction. Children's Park equipment replacement – upgrade to more durable equipment.
- **Objective:** "Green" Energy Projects – Continue to expand "green" energy options. Charging station options for vehicles to consider. The DDA needs to look at changing lamps and improving the downtown lighting working with DTE.
- **Objective:** Replace and upgrade the trees and bushes in the Downtown and Parks and Removal of trees from public and private property. Upgrade vegetation in the downtown, parks and along the Paint Creek. Conduct a tree inventory. Significant number of old, dead trees on Village properties need to be removed due to safety concerns. Conduct a tree inventory on Village right of way and remove and replant as appropriate
- **Objective:** Review Lake Draw down – lake lowering every five years - next 2022; structures issues; approval of EGLE/DNR; public input on value of continuing. Infrastructure spillway issue that goes under private property. Reevaluate engineering/repair of structures or abandon. Have hydrological study conducted on options. DNR cold water bottom draw down evaluation. Consider impact of further erosion of Paint Creek, consider deferring drawdown until bank is stabilized.
- **Goal : Promote and Protect Public Health, Safety, and Welfare**
  - **Objective:** Traffic Enforcement – Reduce speeding on Village streets, Florence, Elizabeth, Shadbolt and others, either by extra patrol or portable speed indicator sign. Consider adopting a distractive driving ordinance.
- **Goal : Promote Open, Transparent, Inclusive, Engaging Space and Collaborative Governance**
  - **Objective:** Student Interns- Provide staff assistance and training opportunities with student interns- college/ high school – youth exposure to jobs- DPW, Office, Parks, planning etc.
  - **Objective:** Departments & Boards present requests to Village Council - provide SMART goals/objectives when requesting budget changes/projects. (Specific, Measurable, Attainable, Relevant and Time based)
- **Goal : Promote a Positive Community Image**
  - **Objective** Beautification Commission – Establish a Beautification Commission to raise awareness and improve the attractiveness of residential and business properties through the Village. Creation of ordinance for Council consideration.

- **Objective: Rental Ordinance**– Adopt an ordinance for–registering all rental property/owners to be reviewed by the Ad-hoc Ordinance Review Committee.
  
- **Objective: Continue the Redevelopment Ready Community (RRC) Program** – Working with the Downtown Development Authority, apply to the State to become a Certified Redevelopment Ready Community (RRC).
  
- **Objective: Increase/Promote clear & frequent communication from Village Boards and Commission to residents & businesses:**
  - Update website (VC Public Notice & meetings, info at top of page
  - Publish a short summary of decisions in newspaper
  - Provide upcoming agenda topics in newspaper, ONTV, Social media
  - Social Media for Village Council
  - Newsletter (quarterly or more often)
  - Coffee hour with Village Council members
  - Volunteer Recognition
  - Business Round Table



# ADMINISTRATIVE DIRECTIVE

<b>DIRECTIVE NO:</b>	<b>DATE APPROVED BY COUNCIL:</b>
<b>ISSUED BY:</b>	<b>ISSUE DATE:</b>
<b>REVISION DATES:</b>	
<b>RESCINDS/REPLACES:</b>	
<b>CATEGORY: Finance and Treasury</b>	
<b>SUBJECT: Special Assessments</b>	

## LEGAL AUTHORITY CITATION

This administrative directive is issued by the Village Manager pursuant to the following legal authority:

- Village Charter – Sec. 3.12 – Duties of administrative officers; performing such duties as are provided for such officers by state law, this Charter, the village ordinances, and the administrative directives of the Village Manager
- Village Charter – Chapter 12 – Assessments; general power relative to special assessments; procedure in providing for special assessments; disposition of excessive special assessments; additional assessments; correction of invalid special assessments; lien and collection of special assessments; special assessment accounts; contested assessments; additional procedure may be provided by ordinance; and failure to mail notice
- Village Council Resolution No. 2023-\_\_\_\_\_

## PURPOSE

The purpose of this directive is to establish fair, uniform, and consistent regulations governing the utilization of special assessment districts and calculation of assessments for street, sidewalk, storm sewer, drainage, seawall, and retaining wall capital improvement projects.

## POLICY




Since the greatest benefits of most public improvements accrue to the owners of property along abutting those improvements, a portion of the costs of these improvements are borne by the benefiting property owners in many municipalities. The Village of Lake Orion, like many other municipalities, has very limited resources to cover the cost of public improvements and does not receive an adequate level of funding through general property taxes, State of Michigan Act 51 funding, grants, or other funding sources to bear the cost of constructing, resurfacing, or reconstructing municipal streets; constructing or repairing sidewalks; constructing and repairing



storm sewers and drains; or constructing, reconstructing, and repairing seawalls or retaining walls abutting municipal streets. For this reason, the Village of Lake Orion hereby relies upon the special assessment approach to finance such improvements in accordance with this policy.

1. **New Street.** A new street involves the construction of a street that previously did not exist that meets the current engineering standards adopted by the village. Property owners within a special assessment district (SAD) to fund a new street will be assessed for 100% of the costs eligible under Chapter 12 of the village charter for the construction of the new street, and required utilities, including storm sewers, sanitary sewers, and/or water mains.
2. **Street Improvement.** A street improvement includes any repair or enhancement to an existing street, such as resurfacing, reconstruction, storm sewers, and curb and gutter. All work will meet current engineering standards adopted by the village.
  - a. Major Streets. Property owners within the SAD will be assessed for 50% of all street improvements. The village will pay 100% of the cost for sanitary sewer and/or water main repair, upgrade, or replacement for existing mains. Property owners will be assessed 100% of the cost for sanitary sewer and/or water mains that do not exist at the time of construction.
  - b. Local Streets. Property owners within the SAD will be assessed for 75% of all street improvements. The village will pay 100% of the cost for sanitary sewer and/or water main repair, upgrade, or replacement for existing mains. Property owners will be assessed 100% of the cost for sanitary sewer and/or water mains that do not exist at the time of construction.
  - c. Dead-End Streets. Property owners within the SAD will be assessed for 90% of all street improvements. The village will pay 100% of the cost for sanitary sewer and/or water main repair, upgrade, or replacement of existing mains. Property owners will be assessed 100% of the cost for sanitary sewer and/or water mains that do not exist at the time of construction.
3. **Drainage Improvements.** When drainage improvements to alleviate flooding of properties or existing streets are necessary at times other than when streets are improved, the property owners within the SAD will be assessed for 100% of the cost of such drainage improvements based upon each property's contribution to the total stormwater runoff as determined by the village engineer.
4. **Driveway Approaches.** The property owners within the SAD will be assessed for 100% of the cost of driveway approaches installed as part of a street improvement project.
5. **Sidewalks.** The village will pay 100% of the cost of installation of standard width sidewalks in accordance with adopted engineering standards for those sidewalks that did not previously exist on, both, major and local streets. Property owners within the SAD will be assessed for 100% of the cost of replacement sidewalks.

6. **Seawalls and Retaining Walls.** When it is necessary for the health, safety, and welfare of persons or property to install seawalls or retaining walls along municipal rights-of-way, property owners within the SAD will be assessed 100% of the cost of such improvements.
7. **Calculation of Assessments.** The following methods will be used in determination the calculations of special assessments governed by this policy:
  - a. Grant Funding. Grant funding committed to an improvement project will be deducted from the total cost of the project, thereby benefiting both the property owners within the SAD and the village.
  - b. Corner Lots. A residential property owner within a street improvement project SAD owning a corner lot will be assessed one-half of the normal assessment for each side of the property abutting a street being improved. The village will bear the cost for the remaining one-half of the normal assessment.
  - c. Term of Special Assessments and Installment Payments. The term of special assessments varies by type of project. The special assessments payments may be spread over more than one year. The terms and installment payments for special assessment will comply with Section 12.5 of the village charter.
8. **Private Improvements Within Rights-of-Way.** Where private improvements, such as fencing, lamps, irrigation systems, ornamental or monument mailboxes, landscaping, or other private improvements, have been placed within the public right-of-way, the village will give notice to the property owner to remove the private improvement. If not removed by the property owner, the village will remove the private improvement at the property owner's cost, and the village will not be responsible for replacing the improvement.

Doc ID	Status	Doc	Short Title	Departme	Meeting
5655	Scheduled		FY 2023-24 Goal Setting	Village...	01/24/23 06:30 PM
5656	Scheduled		Amendment to Statement of Work for Web Site Design - CivicPlus	Village...	01/24/23 06:30 PM
5599	Draft		Village Council Goal Setting Work Session	Village...	01/26/23 06:30 PM
5650	Draft		Discussion on DDA Downtown Development Bonds	Village...	02/13/23 06:30 PM
5295	Draft		Presentation - Introduction of New Lake Orion Police Department Officers	Village...	02/13/23 07:30 PM
5581	Draft		Act 152 Publicly Funded Employee Health Insurance Contribution Limits	Village...	02/13/23 07:30 PM
5583	Draft		Green's Park Schedule and Fees	Village...	02/13/23 07:30 PM
5584	Draft		Amendments to Ordinance - Pelton Boat Docks Regulations	Village...	02/13/23 07:30 PM
5585	Draft		Pedal Boat Pub and Orion Tours Boat Dock Use Agreement	Village...	02/13/23 07:30 PM
5586	Draft		Budget Amendments - Second Quarter FY 2022-23	Village...	02/13/23 07:30 PM
5587	Draft		Adoption of FY 2023-24 Council Goals and Objectives	Village...	02/13/23 07:30 PM
5589	Draft		Dragon on the Lake 2023	Village...	02/13/23 07:30 PM
5591	Draft		Data Sharing Agreement - Michigan Department of State - Driving Record Subscription Service	Village...	02/13/23 07:30 PM
5624	Draft		Schedule Public Hearing on Reprogramming of CDBG Funds	Village...	02/13/23 07:30 PM
5640	Draft		486 S. Broadway - Land Redivision and Combination	Village...	02/13/23 07:30 PM
5653	Draft		Jubilee Fireworks Permit 2023	Village...	02/13/23 07:30 PM
5654	Draft		Jubilee 2023	Village...	02/13/23 07:30 PM