



City Manager's Report: October 5, 2020

Projects, Updates, Community Information, Staffing, General Operations

Project Name	Status
ZONING AMENDMENTS	
RM-1 Residential Multi Family PUD Overlay Map Amendment	Planning Commission and City Council approved a Planned Unit Development for a 2.5 acre parcel at the corner of Wesley Dr and N Washington. This development would allow 13 single family homes to be built on the parcel. Planning Commission is awaiting a site plan. APPROVED
ZONING PERMITS	
None	None
SITE PLANS	
Site Plans approved administratively during COVID according to Mayor's emergency declaration	<p>According to the Mayor's local state of emergency, the following site plans have been approved administratively since April, 2020:</p> <ul style="list-style-type: none"> • 1107 W Main St – Car Wash – Completed and Approved • 1525 W King St – Parking Lot – Completed and Approved • 1930 W Stewart St – Addition – Completed and Approved • 1410 Hathaway Dr – Marijuana Grow Facility – Completed and Approved • 1020 S Washington St – New Building – Completed and Approved • 1455 Industrial Dr – Marijuana Grow Facility – Completed and Approved • 1007 S Washington St – Addition – Completed and Approved <p>Administrative site plan approval is a COVID emergency measure and not permanent. The process is to have staff meet with the applicant before an application is submitted to explain the process. Once the application is submitted it is scanned for completeness and then a staff meeting is held to receive input from engineering, public works, administration, planning, and public safety. Since planning commission is now meeting via zoom, it may be appropriate to transition back to pre-COVID approval processes involving the commission.</p>
LAND DIVISIONS/COMBINATIONS	
1000 Center – 1546 Hiawatha Dr PENDING	Due to irregular lot sizes. City has requested a copy of a survey.
111 N Washington - PENDING	City has requested structural details of the buildings
BUILDING PERMITS – COMMERCIAL	
1410 Chippewa Trl – APPROVED	Waste water plant headworks reconstruction.
219 S Washington - APPROVED	New roof on Capitol Bowl
300 W Main Street – PENDING	Demolition permit for the Matthews Building. Owners are now wanting to pivot to a reconstruction of the roof structure. Updated permit application with plans expected week of Oct 5 per the building owner.
1400 W Oliver - APPROVED	Old sugar beet factory. Interior demolition, debris and junk removal, repair/replace broken windows. This property is slated by the owners to become a marijuana grow facility. That review process is pending.
1020 S Washington - APPROVED	Baker College is building a new vet tech building
1455 Industrial Dr – APPROVED	Construction proceeding on marijuana grow facility

OPERATIONS AND COMMUNITY RELATIONS

- **Leaf Pickup - Fall 2020:** This year's leaf pickup will start November 25. Flyer will be mailed with quarterly utility bills to inform residents. Flyer includes information on the pickup, suggestions, and a map of pickups with corresponding schedules for specific areas.
- **Matthews Building Code Enforcement:** Court trial process restarted after owners did not sign dismissal agreement. City proposal to assess building and recommend options for remediation is ready to be signed the week of Oct 5. Owners are now trying to submit a plan to remove debris and replace the roof and building support structure because they claim it would cost less and take less time. Staff is working with the owners but have begun the process to solve the problem without them.
- **Trick or Treat – 2020:** The city cannot prevent trick or treating and does not plan to try. Trick or treating is not a city-sanctioned event. The city just sets a recommended schedule to follow on Oct 31. CDC and local health department guidance highly encouraged due to COVID.
- **JC Penney Building:** Staff met with building owner and city planner to discuss how the city can help fill the space. Owner has a plan in place.
- **CARES Grants**
 - **First Responder Payroll Reimbursement Grant:** 50% has been approved and deposited in city's bank account (\$240,000). The fate of the over 50% is TBD. The state received many more applications than expected.
 - **First Responder Hazard Pay Grant:** \$36,000 was paid to eligible employees (\$1000 each) in late August and the City was awarded 100% reimbursement.
- **Historical Plaque Cleaning:** Local history buffs volunteered to clean and polish some of the historical plaques around town. Some residents called to ask about the green substance used to clean the years of paint, lacquer and dirt from the plaques. This substance was a mixture of flour, salt, and vinegar. The plaques were then polished with some needing more than others. A substance will be applied to create some contrast so the letters can be easily read and to restore the plaques' appearance. This was volunteer driven with the city's permission.
- **Apartment Available:** One of the apartments at the Gould House is available for rent. Contact Amy Fuller at the City for more information.
- **New State Budget:** The latest draft of the state's budget does not include a reduction in revenue sharing. The city budgeted a 20% reduction this year but right now it looks like we may only see a 2% reduction mostly from constitutional revenue sharing. Statutory will be held the same as last year. This is good news but until the economy comes back 100% we need to be vigilant with finances.
- **Property Tax Collection During COVID:** The City Treasurer reports that summer collection delinquencies this year are much lower than summer 2019. Some of this may have had to do with the unemployment boost and federal COVID stimulus checks.
- **Michigan State of Emergency Extension:** The Governor has extended Michigan's COVID state of emergency to October 27, 2020. For the past 2 months, Governor Whitmer has been extending the state of emergency month to month.
- **2020 General Election:** The city clerk's office still needs poll workers!! So far 2600 absentee ballots have been submitted and there could be more between now and election day. This is a large increase from the 2018 election when only 1900 absentee ballots were submitted.

STAFFING UPDATES

- New Hires/Promotions: None.
- Open Positions: City Assessor, PT Code Enforcement Officer (#2), Water Treatment Plant Attendant,
- Announced Retirements or Departures: Public Works Director - Jan 2021, Payroll Clerk - Dec 2020. City Assessor – Oct 2020.

CITY PROJECTS

STREETS AND SIDEWALKS			
2020 Sidewalk Contract	Sidewalk Maintenance Contract	Work continues on the NE quadrant of the city. Specific complaint areas outside work area if funds allow.	Nov 2020
2020 Street Contract #1	North St (Hickory to Gould)	Water main and storm sewer complete. Concrete work complete. HMA top course week of Sept 28 weather permitting.	Oct, 2020

	Summit St (Abbot to Rubelman)	Water main and storm sewer complete. Concrete work complete. HMA top course week of Sept 28.	Oct, 2020
2020 Street Contract #2	Clark Ave (Oliver to King)	Completed. Closeout and punch list items remaining.	Yes
	S Cedar St (South to Hampton)	Completed. Closeout and punch list items remaining.	Yes
2020 Street Patching Program	Patch and repair streets in various locations city-wide	First round completed. Second round 80% complete	Oct, 2020
2021 Street Projects (planned)	Gould St (Oliver to Moore)	Pavement rehab with select curb and gutter repair. ADA sidewalk improvements, select sidewalk repair, and storm sewer. Project currently under design phase. Partially funded through MDOT Small Urban Grant Program. Bid letting target – Dec, 2020.	

UTILITIES (Water and Sewer)

Project	Project Name/Description	Status	Completed
Water Billing Customer Portal	ACLARA ACE Portal	Staff continues to meet with ACLARA to implement the water use online customer portal.	
Wastewater Plant	Headworks Project	Bypass pumping has begun. Demolition to begin soon. SRF funded.	June 2021
	Screw pump building roof replacement	Replace roof on screw pump building.	Postponed due to cost
	Scum well blower replacement (2)	Might need larger blowers. Reassessing cost for larger capacity blowers.	In Process. Possibly postponed due to cost.
	Influent sampler replacement	Replace 25 year old influent sampler	Postponed
	Bisulfide tank replacement	Replace bisulfide tank	June, 2021
	Confined space entry equipment	Purchased new confined space entry equipment. Worker safety.	June, 2021
	Sludge Truck dump box	Replace corroded dump truck box	June , 2021
	Centrifuge gear box rehab	Rebuild or replace sludge dewatering centrifuge gearbox	June, 2021
	VFD controller rehab (5)	Rebuild/replace old variable frequency drive controllers	June, 2021
	Pipe hanger replacement	Replace corroded plant sewer pipe hangers. As needed. Labor in house. Pay as you go.	June, 2021
Drinking Water Plant	SRF Project	Replace backwash pump (2) and 16 inch hi service water main. Preconstruction meeting mid-October, 2020 with completion date late spring, 2021.	May, 2021
Sewer Collection System	SRF Project	Slip lining of sewer main and sewer manhole structure rehabilitation in locations throughout the city.	June, 2021

PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED

Project	Project Name/Description	Status	Completed
	CIS Trail Extension – Extend trail from Priest Rd. to City.	Huron & Eastern Railroad told the city they will not agree to allow the trail to run along RR right of way for liability reasons. Meeting scheduled with state, local and county stakeholders to regroup/strategize.	

	Bennett Field Parking Lot Expansion	DPW expanded the parking lot for the ball fields to accommodate more vehicles during ball tournaments. This will keep cars off the grass. Paid for with parks millage money.	YES
	Bennett Field Drainage Improvements	Improve drainage at Bennett Field. Paid for with parks millage money.	
	Bentley Park Splashpad Conversion	DPW converted the splashpad from a recycling system to a traditional pump-and-dump. This will use more water but will be offset by the amount of annual labor and maintenance on the aging water recycling system. Paid for with parks millage money	YES
	Replace Dock at Hopkins Lake	Current dock is leaking and sagging. Parks Commission wants to replace it with a large, longer dock to improve fishing opportunities. Staff will be soliciting bids in the coming month. Estimated cost: 20 – 30k. To be paid for with parks millage money	

MOTOR VEHICLE POOL

DPW	HydroVac Truck	Used for less-invasive excavation and lead service line identification.	Yes
	Valve Turning Machine	Used for valve exercising and proper operation of valves for water system maintenance	Yes
	Snow pusher	14 foot snow pusher attachment	Yes
	Lawn tractor	John Deere tractor for mowing and misc projects	December
	Pavement Saw	New Saw to assist with road cutting for utility and streets projects/maintenance	Yes
	Sign Truck	Mobile sign truck for projects within the street ROW. Improve worker and traffic safety	Yes
	5-yard dump truck	Replace single axle dump truck	Yes
	10 yard dump truck	Replace tandem axle dump truck	Yes
Public Safety	FY 18-19 Police Cruiser	Received May 2020. On the road July, 2020	Yes
	FY 19-20 Police Cruiser	On order. Expected arrival Nov, 2020.	

BUILDING AND GROUNDS

Library	HVAC rehab	Replace aging air conditioning systems.	Postponed - COVID
	Library Improvements – replace kids’ area flooring	Not budgeted or requested from Library in FY 19-20 budget.	Council to decide
Public Safety	Men’s police locker room shower	Replace missing shower unit in men’s locker room. Waiting for estimate from local plumber.	TBD
	Repair plumbing	Second shower unit in fire men’s locker room clogged. Waiting on estimate from local plumber	TBD
City Hall	Replace city computers	Replace 6 computers in city hall	June, 2021
	Finance wing carpet replacement	Postponed due to COVID.	
	Retaining Wall Rebuild	Postponed due to budget constraints. Sidewalk remains closed.	