



# City Manager's Report: March 1, 2021

Projects, Updates, Community Information, Staffing, General Operations

## BUILDING DEPARTMENT UPDATE

Project Name	Status
<b>ZONING AMENDMENTS</b>	
None	
<b>ZONING PERMITS</b>	
None	
<b>SITE PLANS</b>	
599 Gould – pending	Former Fisher Redi-Mix has new owners Modern Concrete – in the preliminary development stage
<b>LAND DIVISIONS/COMBINATIONS</b>	
1000 Center – 1546 Hiawatha Dr PENDING	Due to irregular lot sizes. City has requested a copy of a survey. Update-Surveyors schedules are booked until Spring 2021
111 N Washington - PENDING	City has requested structural details of the buildings. Update-Building Official and Property Owner working to get the appropriate details in place.
1500 McMillan & 1.5 acres of City parcel	Split off 1.5 acres of City parcel on the SE corner of the City. To be sold and combined with 1500 McMillan.
<b>BUILDING PERMITS – COMMERCIAL</b>	
1115 Corunna	Provisioning center C of O issued!
117 E Main	Provisioning center C of O Issued!
208 W Main St	Church sold the building. New business going in “Puff Puff Tobacco”
202 W Exchange St	New business going in “Artform Hair Spa”

## OPERATIONS AND COMMUNITY RELATIONS

- **Matthews Building Code Enforcement:** The agreement to have the Matthews Building code violations corrected by April 1, 2020 has been signed by both parties. This includes a new roof where the old has been removed, all boarded up windows replaced, the granite veneer removed, the furring strips removed, and windows replaced that aren't flush with the original brick exterior.
  - The new roof is installed. Windows are being installed after going through the HDC.
- **Marijuana Retail Licenses:** All four certificates of occupancy have been issued. Two of the facilities were notified 4 months ago that they had until the end of February to receive a C of O or their local license was going to be vacated by the city. The two facilities were able to complete the necessary work and receive their Certificates.
- **COVID Grants**
  - **First Responder Payroll Reimbursement Grant (AWARDED):** We were awarded \$319,173 after the remaining 50% of the eligible amount was prorated due to higher than anticipated number of applications.
  - **First Responder Hazard Pay Grant (AWARDED):** \$36,000 was paid to eligible employees (\$1000 each) in late August and the City was awarded 100% reimbursement.
  - **CESF COVID Supplies Grant - \$11,200 (AWARDED):** Grant report submitted. Unclear if there will be further audits.

- **Coronavirus Relief Local Government Grant (AWARDED):** The city received \$109,198 in state revenue sharing replacement funds to make up for losses this fiscal year.
- **Ambulance Service Grant (AWARDED):** We received \$23,571 from the US Health and Human Services for reductions in Medicare revenue related to COVID.
- **TOTAL COVID-19 GRANTS: \$499,142**
- **Grants**
  - **MSHDA Neighborhood Enhancement Program (NEP) Grant - \$75,000 (APPLIED):** Waiting to hear if we were awarded. This grant would fund exterior and interior home improvements for owner-occupied single family homes in the city after income eligibility is established. Eligible exterior projects will include exterior paint or coverings up to \$7500/home. Eligible interior projects would include furnace and hot water heater replacement on a first come-first served basis after income eligibility is established. The building department has a list of addresses we would like to target for exterior projects but interior projects will be on a first come first served basis. There is no match required of the homeowner, the city selects the contractor(s), and no lien is placed on the property if it is owner-occupied and the total per-home cost does not exceed \$7500.
  - **DNR Grant for Holman Pool Building Remodel – \$150,000 (AWARDED):** The grant has been awarded. The city is now seeking the required architect/project manager. Once that is settled, we will move to the next step as required by the DNR Trust Fund grants procedure. The building will be remodeled to contain public bathrooms, multi-use meeting space and lounge, along with a concessions area.
    - The city is searching for an architect to manage the project per the requirements of the grant. Three were approached with one dropping out because they were convinced that rises in construction prices have made the project budget not feasible. Two submittals were received but it is not clear what the final project cost will be.
  - **EGLE Drinking Water Assessment Management (DWAM) Grant - \$1 million (APPLIED):** The DWAM grant is available to assist water supplies in Asset Management Plan development or updates, and/or Distribution System Materials Inventory as defined in Michigan’s [Lead and Copper Rule](#). There is \$36.5 million available, with a maximum grant award per applicant of \$1 million.
  - **EGLE Lead Service Line Replacement Grant - \$3,000,000 (Intent to Apply):** The city is looking to apply for a grant to replace lead service lines. However, we are waiting on a determination from the state if we are a disadvantaged community.
  - **FEMA AFG SCBA Grant - \$250,000 (DENIED):** This was submitted in Feb 2020 for \$250,000, this was denied in Nov. The grant covered four (4) area FD’s, and covered replacement SCBA’s for all the FD’s, including OFD. If awarded we (OFD) would receive about \$100,000 worth of equipment.
  - **FEMA AFG Fire Radio grant - \$1.2 million (DENIED):** The grant covered 13 fire departments across Shiawassee County to supply over 225 radios to all area FD, this was denied. Resubmitted the grant for a reduced amount. This year there are 11 FD’s across the county on the same grant, this year our request is for \$522,000. If awarded we (OFD) would be awarded enough grant money for fifteen (15) radios.
  - **Saginaw WIN Grant - \$10,500 (AWARDED):** Grant to install a canoe/kayak launch near the footbridge by the armory and Middle School. In design phase currently in partnership with the Friends of the River. Location is just north of the footbridge on the east bank. Exploring idea for a kayak locker and picnic table as well.
  - **USDA Community Facilities Grant - \$17,500 (INTENT TO APPLY):** This grant would help fund 35% of our annual police cruiser replacement. It is competitive but I’ve been successful in other communities using it to replace police vehicles.
  - **Safe Routes to School Grant - \$550,000 (INTENT TO APPLY):** In partnership with the Owosso School System, the city will be applying for a grant to repair and reconstruct various sidewalks around the city to address accessibility issues. For instance, the stairs at the intersection of Oliver and Chipman lead into the intersection rather than across to link with existing sidewalks. Also, those stairs need to be eliminated and replaced with a ramp for better accessibility. That is one example. This grant will not address ALL sidewalk deficiencies and the selection of sites is based on engineering, parent surveys conducted by the school system, and input from city and school staff.
  - **MMRMA RAP Grants (AWARDED)**
    - **Training Grant for PD Command School - \$2,675:** This grant sent Lt Cherry to an important command training course.
    - **IT Dual Authentication Grant - \$1,700:** This grant helps improve internal controls related to IT.
    - **IT Security - \$1,970**
  - **Consumers LED Rebate - \$5,460:** To replace all halogen lights in City Hall with LED.
  - **Small Urban Grant – Streets - \$1,200,000 (DENIED):** This grant was to reconstruct Chipman Street from Beehler to M-21. We will keep the project in mind for future Small Urban opportunities.

AWARDED	APPLIED	INTENT TO APPLY	DENIED
\$172,305	\$1,075,000	\$3,567,500	\$2,650,000

- **Virtual Meetings:** Can continue under state law until Dec 31. Council has confirmed the Mayor's executive order allowing for virtual meetings into 2021.
- **Public Building Closures to Public:** City Hall is now open to residents who wish to pay their bills in cash. All others are by appointment only. However, the doors are open. Requests for appointments are steady but not as high as I would have thought. Most people who enter the building wear masks.
- **MASTER PLAN UPDATE:** We expect to have the Master Plan back to Planning Commission for final recommendation to Council in April or May.
- **COVID Vaccine Distribution:** First tier vaccinations are ongoing. Unclear when the next tier of employees/residents will begin.
- **County COVID Updates:** <http://health.shiawassee.net/Emergency-Preparedness/COVID-19-Stats.aspx>
- **State COVID Updates:** [https://www.michigan.gov/coronavirus/0,9753,7-406-98163\\_98173---,00.html](https://www.michigan.gov/coronavirus/0,9753,7-406-98163_98173---,00.html)

### STAFFING UPDATES

- New Hires/Promotions: None
- Open Positions: Public Works Director (3<sup>rd</sup> round of interviews held. Offers from 1<sup>st</sup> and 2<sup>nd</sup> rounds did not work out.
- Announced Retirements or Departures: Public Works Director - Jan 2021 (continuing part-time until a successor is hired),
- Public Safety first responders who elected to participate have received the first and second rounds of vaccine for COVID-19

### CITY PROJECTS

STREETS AND SIDEWALKS			
<b>2020 Sidewalk Contract</b>	Sidewalk Maintenance Contract	Sidewalk replacement complete. Lawn restoration complete. Grass growth will be evaluated in the spring.	Complete
<b>2020 Street Contract #1</b>	North St (Hickory to Gould)		Complete
	Summit St (Abbot to Rubelman)		Complete
<b>2020 Street Contract #2</b>	Clark Ave (Oliver to King)		Complete
	S Cedar St (South to Hampton)		Complete
<b>2020 Street Patching Program</b>	Patch and repair streets in various locations city-wide		Complete
<b>2021 Street Projects (planned)</b>	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. Special assessment approved.	October, 2021

UTILITIES (Water and Sewer)			
Project	Project Name/Description	Status	Completed
<b>Lead Action Level Exceedance</b>	Filter giveaway event	Conducted 2 filter giveaway events in partnership with local and state health department. Remaining filters to be handed out at city hall for those who qualify. Email <a href="mailto:safewater@ci.owosso.mi.us">safewater@ci.owosso.mi.us</a> or call 090-725-0545 to schedule and appointment to receive a filter curbside due to COVID lockdown.	Complete

	Filter Distribution	Distribute filters at city hall for those who qualify. See above for COVID lockdown procedures for filter giveaway.	Ongoing
	Public Education Mailer	Mail PE piece to every water account in the system.	Complete
	6 month lead/copper re-test	State mandated retesting for lead/copper levels 6 months after initial exceedance	Spring/Summer 2020
<b>Lead/Galvanized Service Line Replacement - 2021</b>	Replace 200 service lines in calendar year 2021	First step is to definitively identify service line as lead or galvanized. This involves either a home inspection or hydro excavation if home access is not possible.	December 2021
<b>Water Billing Customer Portal</b>	ACLARA ACE Portal	Staff continues to meet with ACLARA to implement the water use online customer portal.	As soon as ACLARA ONE upgrade is made and DCU's are wired for power. Solar not providing enough power.
<b>Water Treatment Plant</b>	North Clarifier repair	Clarifier fully operational again	Complete
	Audit and certification of WTP lab	Complete.	Complete
	SCADA System	Kick-off meeting with Tetra tech was 10.30.20	June 2021
	Backwash Pump and 16 inch hi service	Kick-off meeting was 10.29.20. Backwash pumps being tested. Delivery expected in Feb 2021. 16 hi service contractors on site early Feb 2021.	June 2021
<b>Wastewater Plant</b>	Headworks Project	Bypass pumping is now operating a intended capacity. Construction is back on schedule. Concrete for grit chamber system has been laid. Screw pumps to be removed soon.	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
<b>Sewer Collection System – SRF Funded</b>	W Oliver – Fifth to Seventh	Excavate and replace sewer main	Complete
	Meadow Dr – 1000 block	Sewer repair and repaving	Complete
	Shiawassee Street	Sewer repair and repaving	Complete

	Main Street @ Chestnut	Replace 8 feet of sewer main in intersection. Center lane was closed. Other lanes were open to traffic.	Complete
<b>Water Main Replacement</b>	Cleveland Street – Chestnut to Brooks		Complete
	Lafayette Blvd – Main to Cleveland		Complete
	Morris Street – Mack to north city limits		Complete
	Robbins Street – Mack to south city limits		Complete

### 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.	TBD
	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.	Completed
	Bennett Field Drainage Improvements	Improve drainage at Bennett Field. Paid for with parks millage money.	Completed
	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.	Completed
	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	Bid awarded. Dock ordered.
	Canoe/Kayak Launch installation	Saginaw WIN Grant award for one location next to Middle School and footbridge. The Parks Commission has pledged an initial match of \$15,000 from parks millage fund. Site layout is being drafted by the Friends of the River. Site will include a kayak/canoe locker, concrete launch, and a bench	Spring 2021

### MOTOR VEHICLE POOL

<b>DPW</b>	HydroVac Truck	Used for less-invasive excavation and lead service line identification.	Purchased
	Valve Turning Machine	Used for valve exercising and proper operation of valves for water system maintenance	Purchased
	Snow pusher	14 foot snow pusher attachment	Purchased
	Lawn tractor	John Deere tractor for mowing and misc projects	Purchased
	Pavement Saw	New Saw to assist with road cutting for utility and streets projects/maintenance	Purchased
	Sign Truck	Mobile sign truck for projects within the street ROW. Improve worker and traffic safety	Purchased
	1.5 Ton 4.4 Yd Dump Truck	Replace small dump truck	Purchased
	5-yard dump truck	Replace single axle dump truck	Purchased
	10 yard dump truck	Replace tandem axle dump truck	Purchased
<b>Public Safety</b>	FY 18-19 Police Cruiser	Received May 2020. On the road July, 2020	Received

	FY 19-20 Police Cruiser	Received	Received
	Tower 1 repairs	The clutch fan failed and took out some blades and the fan shroud. Repair will cost \$4500.	Complete
	Engine 1 repairs	Main pump failed the week of 10.11.20. Engine was taken to Saginaw for repairs. \$4000. While pump is being replaced, yearly maintenance and DOT inspection will be conducted a month earlier than usual.	Complete

### BUILDING AND GROUNDS

<b>Library</b>	HVAC rehab	Replace aging air conditioning systems.	Summer 2021
	Library Improvements – replace kids’ area flooring	Completed by Library. Not budgeted or requested from Library in City’s FY 19-20 budget. City will not reimburse.	N/A
	Boiler Steam Distribution Line Replacement	The boiler for the library is in good shape. However, the distribution lines are leaky and need replacement. This would replace the entire distribution system. Multiple patches have been installed and the leaks are just appearing in new areas. Cost estimates being sought.	TBD
<b>Public Safety</b>	Men’s police locker room shower	Replace missing shower unit in men’s locker room. Waiting for estimate from local plumber.	Contractor hired.
	Repair plumbing	Second shower unit in fire men’s locker room clogged. Could not get an estimate from Lampheres. We have called other plumbers.	Contractor hired
<b>City Hall</b>	Replace city computers	Replace 6 computers in city hall	June, 2021
	Finance wing carpet replacement	Postponed due to COVID.	FY 21-22
	Retaining Wall Rebuild	Postponed due to budget constraints. Sidewalk remains closed. Est cost - \$200,000	FY 21-22
<b>Main Street Parking Lot</b>	EV Charging Station Installation	A check from the Revolving Loan Fund will be issued to the DDA on 10.29.20. DDA says that shortly after, the installation company will be coming to town to install the station	Spring 2021

### CONTRACTS AND AGREEMENTS

<b>Library</b>	Lease Agreement between city and library for building maintenance	City Attorney is drafting new lease agreement after city manager and library director negotiated terms. Final approval needed from Library Board and City Council	Spring 2021
<b>Water</b>	Agreement between the city, Corunna, Owosso Twp, and Caledonia Twp for Treatment Plant maintenance/replacement/capacities	Contract expires in 2021. Glenn will provide notes for the next DPW Director to aid in negotiating a new contract by the end of 2021	Dec 2021
<b>Sewer</b>	Agreement between the city, Corunna, Owosso Twp, and Caledonia Twp for WWTP maintenance/replacement/capacities	Glenn will provide notes for the next DPW Director on negotiation of new sewer agreement	TBD