



## City Manager's Report: January 4, 2021

### Projects, Updates, Community Information, Staffing, General Operations

Project Name	Status
<b>ZONING AMENDMENTS</b>	
210 Monroe St – APPROVED – at the Planning Commission meeting on Nov. 23 <sup>rd</sup> PENDING – Public Hearing at the City Council meeting on Jan 4 <sup>th</sup> .	City of Owosso property (2.46 acres) Rezoning from I-1 Light Industrial to R-2 Two Family District. This change would allow for future residential development and to be compatible with the surrounding neighborhood.
<b>ZONING PERMITS</b>	
None	None
<b>SITE PLANS</b>	
Washington Park Smart Homes Development – APPROVED WITH CONDITIONS – at the Planning Commission meeting on Nov. 23 <sup>rd</sup> PENDING – Public Hearing at the City Council meeting on Jan 4 <sup>th</sup> .	Site Plan Review of the Planned Unit Development (PUD)
<b>LAND DIVISIONS/COMBINATIONS</b>	
1000 Center – 1546 Hiawatha Dr PENDING	LAND DIVISION - 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	LAND DIVISION - City has requested structural details of the buildings. Update-Building Official and Property Owner working to get the appropriate details in place.
1445 W. North St. – PENDING	LAND COMBINATION – Application submitted to combine the lot with a house on it and the vacant lot (same owners) in order to build a garage on the vacant lot. Assessor working with homeowners.
<b>BUILDING PERMITS – COMMERCIAL</b>	
1370 E South St-Marijuana License	FC Investment Holdings sold to Stash Ventures who has applied for recreational grow at this location. FC had pulled permits to renovate for grow, but did not open the business.

### BUILDING PERMITS – YEAR END REPORT AND COMPARISON

	2017			2018			2019			2020		
	Value	Permit Fees	Total	Value	Permit Fees	Total	Value	Permit Fees	Total	Value	Permit Fees	Total
Building	\$16,936,358	\$229,145	384	\$5,285,756	\$102,707	311	\$8,143,259	\$165,075	379	\$41,349,239	\$351,612	281
Electrical		\$46,418	182		\$29,936	256		\$33,049	292		\$36,303	171
Fence		\$0	0		\$3,570	51		\$3,690	50		\$3,030	46
Mechanical		\$47,650	276		\$40,276	290		\$40,395	268		\$46,921	255
Plumbing		\$23,877	99		\$14,769	82		\$16,554	99		\$18,807	57
RIGHT OF WAY		\$2,000	118		\$2,080	116		\$1,660	96		\$2,450	102
Vacant Property		\$4,450	46		\$3,000	33		\$2,000	19		\$1,200	12
Zoning		\$1,700	34		\$3,110	34		\$1,100	26		\$1,200	28
	<b>\$16,936,358</b>	<b>\$355,240</b>	<b>1,139</b>	<b>\$5,285,756</b>	<b>\$199,448</b>	<b>1,173</b>	<b>\$8,143,259</b>	<b>\$263,523</b>	<b>1,229</b>	<b>\$41,349,239</b>	<b>\$461,523</b>	<b>952</b>

**CODE ENFORCEMENT – YEAR END REPORT AND COMPARISON**

<b>ENFORCEMENTS BY CATEGORY</b>		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>ACCESSORY STRUCTURES</b>		7	13	11
	<i>Rentals</i>		4	3
<b>ANIMALS</b>		6	3	3
	<i>Rentals</i>	2	1	1
<b>APPLIANCES</b>		4	5	4
	<i>Rentals</i>	2	1	1
<b>AUTO REP/JUNK VEH</b>		134	102	72
	<i>Rentals</i>	50	49	33
<b>BLOWING GRASS INTO STREET</b>		2	1	
<b>BRUSH</b>		8	5	2
	<i>Rentals</i>	4	1	1
<b>BUILDING VIOLATIONS</b>		53	51	44
	<i>Rentals</i>	18	19	7
<b>BUSHES-SIDEWALK VISIBILITY</b>		6	5	5
	<i>Rentals</i>	2	4	
<b>DEAD TREE</b>		8	5	5
	<i>Rentals</i>	1	1	
<b>DEMOLITION</b>		4	1	1
<b>DOG FECES</b>		6	8	4
	<i>Rentals</i>	4	6	3
<b>DOORS</b>			1	2
	<i>Rentals</i>			1
<b>DRAIN ISSUES</b>		8	8	9
	<i>Rentals</i>		2	1
<b>DRIVEWAY VIOLATIONS</b>		2	3	
	<i>Rentals</i>	2	2	
<b>DUMPSTER VIOLATIONS</b>		2	3	4
	<i>Rentals</i>		2	1
<b>EVICCTIONS</b>			1	1
	<i>Rentals</i>		1	1
<b>EXTERIOR PAINT/SIDING</b>				37
	<i>Rentals</i>			9
<b>FENCE VIOLATIONS</b>		19	14	14
	<i>Rentals</i>	2	3	2
<b>FRONT YARD PARKING</b>		51	26	20
	<i>Rentals</i>	23	11	6
<b>FURNITURE OUTSIDE</b>		25	7	6
	<i>Rentals</i>	12	5	5
<b>GARBAGE &amp; DEBRIS</b>		184	162	139
	<i>Rentals</i>	96	72	50
<b>GARBAGE CANS</b>		11	20	19
	<i>Rentals</i>	4	7	9
<b>GARBAGE/JUNK IN THE ROW</b>			31	208
	<i>Rentals</i>		12	83

GRAFFITI/DEFAACEMENT OF PROP.			1	1
HANDRIALS/GUARDS				2
HEALTH & SAFETY		7	15	9
	<i>Rentals</i>	5	10	2
HOUSE FIRE			3	2
	<i>Rentals</i>		1	2
HOUSE NUMBERS				3
IMMINENT DANGER STRUCTURE				2
LAWN MAINTENANCE		117	78	163
	<i>Rentals</i>	62	22	41
LEAVES			6	2
	<i>Rentals</i>		1	
MISC. VIOLATIONS		9	4	
	<i>Rentals</i>	2	1	
MULTIPLE VIOLATIONS		132	152	148
	<i>Rentals</i>	55	46	42
NO BUILDING PERMIT		29	25	53
	<i>Rentals</i>	9	6	6
NO MECHANICAL PERMIT		4		
	<i>Rentals</i>	1		
NO POOL PERMIT		2	2	5
	<i>Rentals</i>	1		2
PLUMBING			2	4
	<i>Rentals</i>		1	
REFRIGERATORS			1	2
	<i>Rentals</i>		1	
RENTAL UNIT INSPECT		37	82	20
	<i>Rentals</i>	37	82	20
ROW VIOLATIONS		1	6	8
	<i>Rentals</i>		1	1
RV/CAMPER VIOLATIONS		9	7	4
	<i>Rentals</i>	5	1	1
SCRAPPING MATERIALS		1	2	1
	<i>Rentals</i>	1	1	
SIDEWALK VIOLATION		8	1	5
	<i>Rentals</i>	6		1
SIGN VIOLATION		16	3	14
	<i>Rentals</i>	2		
TRAILER VIOLATIONS		1	3	1
VACANT PROPERTY REG		11		
VACANT/SQUATTERS		2	1	9
ZONING		7	4	4
	<i>Rentals</i>	1	1	1
	<b>Total Enf.</b>	<b>933</b>	<b>873</b>	<b>1072</b>
	<b>Total Rentals</b>	<b>409</b>	<b>378</b>	<b>336</b>

## OPERATIONS AND COMMUNITY RELATIONS

- **Leaf Pickup - Fall 2020:** Leaf pickup is completed for 2020.
- **Matthews Building Code Enforcement:** The agreement to have the Matthews Building code violations corrected by April 1, 2021 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.
- **CARES and COVID Grants**
  - **First Responder Payroll Reimbursement Grant:** 50% has been approved and deposited in city's bank account (\$240,000). We were asked to resubmit the application to clarify a few things for the next 50%. Due to more applications received than expected, the other 50% will be prorated at a lower amount than originally pledged.
  - **First Responder Hazard Pay Grant:** \$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:** The DOJ has requested clarification on what supplies were used for. Clarification will be submitted by December 4.
  - **Coronavirus Relief Local Government Grant:** The city received \$109,198 in state revenue sharing replacement funds to make up for losses this fiscal year.
  - **Ambulance Service Grant:** We received \$23,571 from the US Health and Human Services for reductions in Medicare revenue related to COVID.
  - **TOTAL COVID-19 GRANTS: \$419,970**
- **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.
- **Michigan State of Emergency:** The state of emergency is over according to the Michigan Supreme Court. The State Health and Human Services Director, Robert Gordon, has issued his own COVID requirements that mostly mirrored the governor's. This is based on a 1918 law from the State's Spanish Flu response. There have been some legal challenges but no decision yet at the court level.
- **Virtual Meetings:** Can continue under state law until Dec 31. Council has confirmed the Mayor's executive order allowing for virtual meetings into 2021.
- **2020 General Election:** The recount for Mr. Cline was denied by the County. The city had no say in this.
- **FEMA Grant to Replace Fire Dept SCBA Packs:** Due to COVID's effect on the federal budget, we were notified that the city was denied a grant request to fund the replacement of the fire departments breather packs. We will try again next year.
- **MASTER PLAN UPDATE:** City Council has started the 63 day comment period as required by state law.
- **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: Water Treatment Plant Attendant, Public Works Director (offer declined. Reposted position for 1 month)
- Announced Retirements or Departures: Public Works Director - Jan 2021, Payroll Clerk - Dec 2020.
- Free flu shots for city employees were available on 9.30.2020. 31 employees and dependents participated.

## CITY PROJECTS

STREETS AND SIDEWALKS			
2020 Sidewalk Contract	Sidewalk Maintenance Contract	Sidewalk replacement complete. Lawn restoration complete. Grass growth will be evaluated in the spring.	Complete
2020 Street Contract #1	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. Bid letting target – Jan, 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 989-725-0545 to schedule an 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 2021
<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
<b>Water Treatment Plant</b>	North Clarifier repair	Clarifier remains out of service. Waiting on new parts to arrive	Dec 2020
	Audit and certification of WTP lab	Will be scheduled soon. Current certification expires 12.19.20	Dec 2020
	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	June 2021
<b>Wastewater Plant</b>	Headworks Project	Bypass pumping contractor is behind. Construction has been delayed 3 weeks due to bypass pumping system issues.	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.	June, 2021

		Worker safety.	
	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>Drinking Water Plant</b>	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
<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. Paid for with parks millage money	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 request being drafted by engineering
	Canoe/Kayak Launch installation (2)	Parks Commission tentatively approved 2 new launches in city limits. Staff was given locations to negotiate. Non-governmental grants available – deadline Dec 2020. Saginaw WIN Grant award for \$10,500 in December. The Parks Commission has	Spring 2021

pledged an initial match of \$15,000 from parks millage fund. Right now we are looking at a launch site near the Middle School.

### 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
	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	On order. Expected arrival Nov, 2020.	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.	Postponed - COVID
	Library Improvements – replace kids’ area flooring	Completed by Library. Not budgeted or requested from Library in City’s FY 19-20 budget.	N/A
<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.	TBD
	Repair plumbing	Second shower unit in fire men’s locker room clogged. Could not get an estimate from Lampheres. We have called other plumbers.	TBD
<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.	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 11.4.20. 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	Expires December 2020. City Attorney will be issuing notice to the Library board of the City’s intention to negotiate a new agreement. Original agreement from 1996 still in place. Renews automatically every 5 years per case law.	Winter 20/21
<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
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