



City Manager's Report: November 2, 2020

Projects, Updates, Community Information, Staffing, General Operations

Project Name	Status
ZONING AMENDMENTS	
210 Monroe St – Rezoning Application - PENDING	City of Owosso owned property at the old Redman's site. City staff are seeking to rezone this from Industrial to two family residential in hopes of attracting a condo development. Will be presented to the planning commission on Nov 23 rd .
ZONING PERMITS	
None	None
SITE PLANS	
Washington Park Residential Development – Wesley/Washington St - PENDING	Planning Commission will review a site plan for this potential development at their meeting on November 23 rd . The site plan has been reviewed by city staff and the city planner. Recommendation for approval is conditional on some required changes.
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	
917 E Main Street – APPROVED	New gas station/convenience store project is proceeding with demolition of home on Exchange St and demolition of the existing structure.
300 W Main Street – APPROVED	Demolition permit for the Matthews Building for the collapsed roof and interior. Reconstruction plans have been submitted for a new roof structure pending permit application and review.
1107 W Main Street – APPROVED	New car wash next to the Shell station in Westown.

OPERATIONS AND COMMUNITY RELATIONS

- **Leaf Pickup - Fall 2020:** DPW is suspending leaf pickup for a few days to conduct the last brush pickup of the year.
- **Matthews Building Code Enforcement:** The collapsed roof is completely removed. Contractors are moving on to guy other portions of the building while engineers will be on site to plan the roof replacement. Staff will be requiring that all boarded up windows get replaced as part of the process.
- **CARES and COVID 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.
 - **CESF COVID Supplies Grant - \$11,200:** The DOJ has requested clarification on what supplies were used for.
 - **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**

- **Historical Plaque Cleaning:** Cleaning has mostly been completed. Plaques next to the river in Curwood Castle Park will most likely be next. The plexiglass is not in great shape and there is significant buildup of dirt underneath. This is also volunteer based but the city will pay for supplies.
- **Gould House Apartment:** The vacant apartment has been filled and a lease is on file.
- **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:** 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 has been some legal challenges but no decision yet at the court level.
- **Virtual Meetings:** State legislation was passed in October allowing virtual meetings to continue until the end of the year. After that, the Mayor will need to declare a state of emergency to allow for the continuation of virtual meetings until Dec 2021. After that, the only allowance for virtual meetings will be if a board member is serving in the military.
- **2020 General Election:** The city clerk’s office has the necessary poll workers. So far almost 3000 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.
- **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:** The Planning Commission authorized the release of an online survey for the community to review the Master Plan draft. The link to the survey is www.surveymonkey.com/r/M6ZR6QG. A copy of the Master Plan is available in the Clerk’s office or on the city’s website.
- **New City Drop Box:** The new drop box is more secure than the old one and much sturdier. It was installed a few weeks ago in the city hall parking lot.

STAFFING UPDATES

- New Hires/Promotions: DPW Laborer – Zach Ryan. Water Distribution – Noah Woodbury. City Assessor – Mike Dowler. Part Time Code Enforcement Officer – Brad Maybaugh.
- Open Positions: Water Treatment Plant Attendant
- 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	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.	Complete
	Summit St (Abbot to Rubelman)	Water main and storm sewer complete. Concrete work complete. HMA top course week of Sept 28.	Complete
2020 Street Contract #2	Clark Ave (Oliver to King)	Completed. Closeout and punch list items remaining.	Complete
	S Cedar St (South to Hampton)	Completed. Closeout and punch list items remaining.	Complete
2020 Street Patching Program	Patch and repair streets in various locations city-wide	Additional patches may be added as necessary and if weather allows.	Complete

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 – Jan, 2021.	
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UTILITIES (Water and Sewer)			
Project	Project Name/Description	Status	Completed
Lead Action Level Exceedance	Filter giveaway event	Conducted filter giveaway event in partnership with local and state health department 10.29.20. Remaining filters to be handed out at city hall for those who qualify. See front desk for forms and Engineering for filter hand off.	Yes
	Filter Distribution	Distribute filters at city hall for those who qualify.	Ongoing
	Public Education Mailer	Mail PE piece to every water account in the system.	Nov 3, 2020
	6 month lead/copper re-test	State mandated retesting for lead/copper levels 6 months after initial exceedance	Spring/Summer 2020
Lead/Galvanized Service Line Replacement - 2021	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
Water Billing Customer Portal	ACLARA ACE Portal	Staff continues to meet with ACLARA to implement the water use online customer portal.	
Water Treatment Plant	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 will be 10.30.20	June 2021
	Backwash Pump and 16 inch hi service	Kick-off meeting 10.29.20	June 2021
Wastewater Plant	Headworks Project	Bypass pumping is up and running well. Demolition of the headworks has begun. 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	May, 2021

		mid-October, 2020 with completion date late spring, 2021.	
Sewer Collection System – SRF Funded	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
Water Main Replacement	Cleveland Street – Chestnut to Brooks	Replace water main	Complete
	Lafayette Blvd – Main to Cleveland	Final acceptance procedure. Final walk through in Nov, 2020.	Nov 2020
	Morris Street – Mack to north city limits	Replace water main.	Complete
	Robbins Street – Mack to south city limits	Replace water main	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.	YES
	Bennett Field Drainage Improvements	Improve drainage at Bennett Field. Paid for with parks millage money.	Yes
	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	
	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.	Spring 2021

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.	
	Tower 1 repairs	The clutch fan failed and took out some blades and the fan shroud. Repair will cost \$4500.	Yes
	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.	November 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.	
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. Could not get an estimate from Lampheres. We have called other plumbers.	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.	
Main Street Parking Lot	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

Library	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
Water	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
Sewer	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