



City Manager's Report: May 3, 2021

Projects, Updates, Community Information, Staffing, General Operations

BUILDING DEPARTMENT UPDATE

OPERATIONS AND COMMUNITY RELATIONS

- Brush pickup for May is set for Wednesday the 26th.
- **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.
 - Terms of dismissal agreement reached. Final inspection was on Monday, March 29. Some windows are plexiglass. This will be a temporary solution that expires Nov 30, 2022 according to the property maintenance code. Permanent windows must then be installed.
- **Marijuana Retail Licenses:** All four certificates of occupancy have been issued.
- **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 (AWARDED @ \$41,000):** Grant training is set for mid-April. The city is coming up with a list of eligible activities and selection criteria. This grant will fund exterior improvements of homes – the type of improvements eligible has yet to be decided.
 - **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 is giving us conflicting information. Middle managers claim the grant is being postponed by 1 year while upper management is saying the program is not being postponed. We have talked to our representative in the legislature about these ongoing challenges with EGLE.

- **EGLE Lead Service Line Replacement Grant - \$3,000,000 (APPLIED):** 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.
 - This EGLE grant is also subject to miscommunication between EGLE staff members. We do not yet know if it will be delayed a year or not.
- **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.
 - Easement with school system needs changed to allow for the building of kayak launches. I expect Council will consider that amended easement in April or May.
- **USDA Community Facilities Grant - \$36,000 (ELIGIBLE FOR \$17,500 SO FAR):** This grant would help fund 35% of our annual police cruiser(s) replacement. It is competitive but I've been successful in other communities using it to replace police vehicles. Grant max is \$50,000.
- **Safe Routes to School Grant - \$550,000 (APPLIED):** 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.
- **MEDC Water-Related Infrastructure Grant - \$1.6 million (INTENT TO APPLY):** Subject to council approval of the application on May 17, this grant – if awarded – will pay for 75% of the cost to replace water main on Center, Clyde, Huron, Lynn, and Milwaukee Streets. This would also include repaving. Deadline to apply is May 31.
- **Michigan Council for Arts and Cultural Affairs Grant - \$100,000 (INTENT TO APPLY):** This grant could help pay for the Gould House renovations. Deadline is June 1.
- **Small Urban Street Grant - \$375,000 (AWARDED):** This grant will help pay for the Gould Street rehabilitation project.

AWARDED	APPLIED	INTENT TO APPLY	DENIED
\$605,805	\$1,532,500	\$4,736,000	\$2,650,000

- **MASTER PLAN UPDATE:** Planning Commission has asked for a number of changes to the plan draft from comments received from the public and stakeholders. Planning Commission will consider the new plan draft at their May meeting.
- **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

STAFFING UPDATES

- New Hires/Promotions: Public Safety Admin Assistant – Abigail Bowen starting 5-17-21
- Open Positions: WWTP Laborer, DPW Laborer(2), Finance Director, School Liaison Officer, Summer/Seasonal Laborer
- Announced Retirements or Departures: Finance Director Cheryl Grice, School Liaison Officer Mike Ash

CITY PROJECTS

STREETS AND SIDEWALKS

2021 Crush and Shape Program	Dlenwood Ave: S. end to Farr	Widen existing roadway, pulverizing with stabilization, and asphalt resurfacing.	In design phase
	Garfield Ave: S. end to Corunna	Widen existing roadway, pulverizing with stabilization, and asphalt resurfacing.	In design phase
	Lincoln Ave: Farr to Monroe	Widen existing roadway, pulverizing with stabilization, and asphalt resurfacing.	In design phase
	McMillan Ace: S. end to Industrial	Widen existing roadway, pulverizing with stabilization, and asphalt resurfacing.	In design phase
	Park St: Harper to Ridge	Widen existing roadway, pulverizing with stabilization, and asphalt resurfacing.	In design phase
	Pearce St: South to Fracis	Widen existing roadway, pulverizing with stabilization, and asphalt resurfacing.	In design phase
	South St: McMillan to Aiken	Widen existing roadway, pulverizing with stabilization, and asphalt resurfacing.	In design phase
2021 Chip Seal Project: Contract 1	Auburndale: Broadway to Alger	Awarded to Highway Maintenance at April 5 Council meeting. Work beginning May 17, 2021	June 30, 2021
	Carr: South to Herman	Awarded to Highway Maintenance at April 5 Council meeting. Work beginning May 17, 2021	June 30, 2021
	George: South to Herman	Awarded to Highway Maintenance at April 5 Council meeting. Work beginning May 17, 2021	June 30, 2021
	Glenwood: Farr to Monroe	Awarded to Highway Maintenance at April 5 Council meeting. Work beginning May 17, 2021	June 30, 2021
	Herman: Carr to Kenwood	Awarded to Highway Maintenance at April 5 Council meeting. Work beginning May 17, 2021	June 30, 2021
	Hiram: George to Chipman	Awarded to Highway Maintenance at April 5 Council meeting. Work beginning May 17, 2021	June 30, 2021
	Nelson: South to Herman	Awarded to Highway Maintenance at April 5 Council meeting. Work beginning May 17, 2021	June 30, 2021
	South: Chipman to Shiawassee	Awarded to Highway Maintenance at April 5 Council meeting. Work beginning May 17, 2021	June 30, 2021
	Washington: S. city limits to Gute	Awarded to Highway Maintenance at April 5 Council meeting. Work beginning May 17, 2021	June 30, 2021
	Woodlawn: S. end to Farr	Awarded to Highway Maintenance at April 5 Council meeting. Work beginning May 17, 2021	June 30, 2021
2021 Chip Seal Project: Contract 2	Adams: King to Elizabeth	Awarded to Highway Maintenance at April 5, 2021 Council meeting. Work to begin July 6, 2021.	Sept 10, 2021
	Alta Vista: Center to Shady Lane	Awarded to Highway Maintenance at April 5, 2021 Council meeting. Work to begin July 6, 2021.	Sept 10, 2021
	Alturas: Center to Shady Lane	Awarded to Highway Maintenance at April 5, 2021 Council meeting. Work to begin July 6, 2021.	Sept 10, 2021
	Chestnut: Steward to Main	Awarded to Highway Maintenance at April 5, 2021 Council meeting. Work to begin July 6, 2021.	Sept 10, 2021
	Chimpan Ln: Chipman to dead end	Awarded to Highway Maintenance at April 5, 2021 Council meeting. Work to begin July 6, 2021.	Sept 10, 2021
	Corlett: S. end to Marion	Awarded to Highway Maintenance at April 5, 2021 Council meeting. Work to begin July 6, 2021.	Sept 10, 2021
	Jennett: Adams to Washington	Awarded to Highway Maintenance at April 5, 2021 Council meeting. Work to begin July 6, 2021.	Sept 10, 2021
	Mack: Robbins to Chipman	Awarded to Highway Maintenance at April 5, 2021 Council meeting. Work to begin July 6, 2021.	Sept 10, 2021

	Marion: Chipman to Hanover	Awarded to Highway Maintenance at April 5, 2021 Council meeting. Work to begin July 6, 2021.	Sept 10, 2021
	Morris: Mack to N end	Awarded to Highway Maintenance at April 5, 2021 Council meeting. Work to begin July 6, 2021.	Sept 10, 2021
	North St: over Corlett Creek	Awarded to Highway Maintenance at April 5, 2021 Council meeting. Work to begin July 6, 2021.	Sept 10, 2021
	Orchard: Marion to N end	Awarded to Highway Maintenance at April 5, 2021 Council meeting. Work to begin July 6, 2021.	Sept 10, 2021
2021 Street Patch Program		Contract awarded to Smith Sand and Gravel. Project to begin July 6, 2021	Fall 2021
2021 Sidewalk Program		Advertised for bids in April 2021. Work will begin July 6, 2021	Design phase
2021 Street Projects	Gould St (Oliver to Moore)	From Oliver to Moore. Work scope includes pavement rehab with select curb and gutter repair, ADA sidewalk ramps, select sidewalk repair, complete storm sewer replacement, and permanent pavement markings and signage. No water main to be replaced. Project is a MDOT Small Urban Program and partially funded by that. Project awarded to Crawford Construction. Start date – June 14, 2021.	October, 2021
	Maple Avenue: Corunna to N end	Street reconstruction and water main replacement from 4 inch to 6 inch main. DPW scheduled to replace main late summer/early fall 2021. Street Construction to begin Spring 2022.	Design phase

UTILITIES (Water and Sewer)

Project	Project Name/Description	Status	Completed
Lead Action Level Exceedance	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 safewater@ci.owosso.mi.us 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
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. Hydro excavations have started.	December 2021
Water Billing Customer Portal	ACLARA ACE Portal	Staff continues to meet with ACLARA to implement the water use online customer portal. Target for rollout is after we can get a mailer sent in next water bill with instructions on how to create an account on ACE.	As soon as ACLARA ONE upgrade is made and DCU's are wired for power. Solar not

			providing enough power.
Water Treatment Plant	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
Wastewater Plant	Headworks Project	Screw pumps installed. Bypass pumping has stopped. Grit chamber operational. Screeners relocated. Only punch-list items remain	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.	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
	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
	Solids Handling Project	Replace centrifuge, sludge tanks, main building roof, and remove unused equipment.	Dec 2022
Sewer Collection System – SRF Funded	2020 Sewer Rehab Project	Work began week of Sept 14, 2020. City sent out general info letters to affected residents along with telephone contacts to answer questions and concerns. Contractor also handing out contact information to residents with advance notice including dates and times to limit sanitary use. Manhole rehab phase expected to begin Aril, 2021 and end a month later.	95% Complete
Water Main Replacement	Clyde St: Walnut to Shiawassee	Replace 4 inch cast iron (1970s) with 6 inch PVC. Restore street surface and replace service lines where needed.	Design phase. Possible MEDC grant funding
	Huron St: Huggins to E end	Replace 1.5 inch galvanized with 6 inch PVC. Restore street surface and replace service lines where needed.	Design phase. Possible MEDC grant funding
	Lynn St: Howell to W end	Replace 4 inch cast iron (1960s) with 6 inch PVC. Restore street surface and replace service lines where needed.	Design phase. Possible MEDC grant funding
	Milwaukee St: S Lyon to S Cedar	Replace 2 inch galvanized (1960s) with 6 inch PVC. Restore street surface and replace service lines where needed	Design phase. Possible MEDC grant funding
	Center St: W North to W King	Replace 6 inch ductile iron with 8 inch PVC. Restore street surface and replace service lines where needed.	Design phase. WILL REQUIRE MEDC GRANT FUNDING

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	TBD

		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.	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	Completed
	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	Fall 2021. Applying for EGLE permit. Need amended easement.

MOTOR VEHICLE POOL

DPW	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
Public Safety	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

Library	HVAC rehab	Replace aging air conditioning systems.	FY 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
Gould House	Rehabilitation Project	Mechanical systems replacement, new roof and drainage, porch repair, soffit replacement, and possible addition of ADA ramp. Bidding mechanical separately.	Bid opening per architectural contract May 3, 2021 via zoom. Two bids received. Possible MCACA grant funding
City Hall	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	Project is awarded to Gordon Construction Services at April 5 Council meeting. Tree removal on west side of city hall is required. Wall and upper/lower sidewalk to be replaced. Sidewalk south of project to be replaced – possibly with James Minor Trail Authority money. Pending Trail Authority approval.	Sept, 2021
Main Street Parking Lot	EV Charging Station Installation	A check from the Revolving Loan Fund will be issued to the DDA on 10.29.20. Consumers energy easement approved.	Unclear. Most likely before Fall 2021

CONTRACTS AND AGREEMENTS

Library	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	Completed
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