



City Manager's Report: June 16, 2023

IMPORTANT DATES

- In recognition of **Juneteenth, Monday, June 19**, City Hall will be closed to the public for staff training focused on Serving our Neighbors.

OPERATIONS

- The City Manager has completed over 50 hours of stay interviews with staff over the last year. The focus was to listen to employees, understand areas for growth, and to implement actions that may improve the workplace. The time was so valuable and resulted in changes that improved the organization that the City Manager will continue this effort annually.
- The City acquired 13 new Axon Body Worn Cameras at no additional cost per our 2021 Axon Body Worn Camera Contract for police personnel.
- Staff met with Vevay Township to discuss future development, utility needs, and requirements the city would have to extend utilities based on Master Plan Draft and Settlement Agreement.
- The City issued a Final Non-Compliance Letter to Ingham County related to their Discharge Violations at the Justice Complex. They will be required to have corrective action by June 23 at 3pm.
- Negotiations continue with FOP-Supervisor's Union on their contract.

Staffing Updates: Current Open Positions (6)

CLOSED POSITIONS

- Full-Time Police Officer (1) – Offer has been made and accepted and pre-employment screenings in process.

OPEN POSITIONS

- Seasonal Part-time Crossing Guard (1) - Open until filled.
- Full-Time Police Officer (2) – Posting under review. To be posted week of June 19th. An MOU was executed with the Union to allow for a moratorium on the 20-mile radius requirement for the length of the contract to allow for a larger pool of candidates. The City is also offering incentives to current employees that attract a candidate that ultimately gets hired for this position.
- School Resource Office (1) – To be posted June 19 – 23 internally.
- Part-Time Administrative Assistant – Community Development (1) – Posting under review.

Skill Development:

- Sergeant Jeremiah Budd and Property Room Manager Melvin Hull attended IAPE (International Association for Property and Evidence) Property/Evidence Management Class June 7-8.
- Clerk Jarvis attended the Michigan Association of Clerks Conference June 12-16.

Traffic Updates:

- Traffic Complaint- Corbin Street: speeding vehicles. Officers have been assigned. Status: Open
- Traffic Complaint- Barnes Street between Kipp/South (after school traffic). Officers have been assigned. Status: Open until 6/14/2023
- Traffic Complaint- Mason Street, speeding vehicles. Officers have been assigned. Status: Open

LARGE CITY PROJECTS

FY 2021-2022			
Project	Project Name/Description	Status	Completed
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2019-U3a	Wastewater Treatment Plant – Design	Project out to bid, the design portion of contract will end when bids are received.	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2020- P6/ 8/12/13/14	Plan/ Design-Rayner, Lee Austin, Bond, Hayes Parks	The public comment period closed on May 26. Feedback received will be incorporated into the final design and presented along with the final asap, no earlier than end of June.	
BUILDING, PROPERTY, EQUIPMENT (B)			
2018-B23	2018-B23	2018-B23	2018-B23

FY 2022-2023			
Project	Project Name/Description	Status	Completed
STREETS, SIDEWALKS, SIGNALS(S)			
2017-S15/ 2017-U28	S. Barnes Street – Ash to Kipp	Completed	February
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2018-U39	Well No. 9 and 10 (Temple St.) and Well No. 8 Rebuilds	No. 8- Complete, 9 & 10 in process.	
2022-U1	Headworks Huber Screen	Moved to next FY	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2020-P3	Hayhoe Riverwalk Trail – Eval. & Repair	Preparing bid package	
2020-P11	Rayner Park- Phase 1 Construction	Preparing bid package	
2020-P1	Columbia Bridge: Non-Motorized Connect	Submitted for MDOT permit, special assessment not required. Final plans (adjusted from public engagement) can be found here . Bids will be prepared to be released the week of June 19.	
2020-P15	Jefferson Trailhead/ Comm Garden	Final plans (adjusted from public engagement) can be found here . Bids will be prepared to be released the week of June 19.	
2020-P17	Non-motorized Program: Southeast	Construction in progress.	
2020-P1	Maple Grove Cemetery: Columbarium	Ordered, Cemetery Board to consider layout, fees, and agreement templates.	
MOTOR VEHICLE POOL (MVP)			
2017-MVP22	Vehicle No. 83	Police	Completed February
2017-MVP18a	Vehicle No. 24	Dump/Plow Truck	Ordered, receipt anticipated in 2024
2022-MVP1		Concrete Grinder	Completed September
2022-MVP2	Trailer No. 53	Public Works	Completed October
2022-MVP3	Trailer No. 55	Public Works	Completed September
2022-MVP4	Mower No. 39	Public Works	Completed September
BUILDING, PROPERTY, EQUIPMENT (B)			
2018-B14	Fire: Rehab 815 Replacement	Completed	April
2020-B4a	DPW: Facility Design	Preparing bid package	
2017-B5b	Building: Library Phase 1, Part 1	Executed contract for only grant portion/entrances and bathrooms of project. Anticipating finalizing contract for remainder in July.	

2017-B10	Fire: Furnace/AC, Office & Training Area	Council approved; in progress	
2018-B15	Fire: Sprinkler System in Truck Bay	Council approved; in progress	
2018-B20	Fire: Carpet Replacement for Station 1	Council approved; in progress	
2018-B25	Police: In-Car Digital Recording System	Completed	January
2018-B23a	Cedar/127 Corridor Sub-area Plan	Moved to next FY	
2018-B23b	Kipp Road/Temple Street Sub-Area Plan	Completed	May
2019-B2b	City Hall Renovations: Phase 1 /Carpet	Moved to next FY	
2020-B4b	Public Works: Facility Construction	Moved to next FY	
2022-B1	Ordinance Update: Planning, Subdivision, Signs, STR	Moved to next FY	

FY 2023-2024			
Project	Project Name/Description	Status	Completed
STREETS, BRIDGES, SIGNALS(S)			
2017-S14/ 2017-U27	E Cherry St: S Rogers St to End	Anticipated to start in June. Impacted properties have been notified.	
2017-S16	Maple Street Bridge: Replacement	Permits have been submitted to State and bids have been prepared.	
2019-S1/ 2023-U1	S Walnut Ct: W Columbia St to W Ash St	Construction began April 24. Impacted properties have been notified.	
2023-S1	E Cherry St South Alley: S Jefferson St to S Rogers St	Anticipated to start in June. Impacted properties have been notified.	