



# City Manager's Report: November 18, 2022

## IMPORTANT DATES:

- **December 9<sup>th</sup>, 5 p.m.** City Council and Planning Commission Joint Master Plan, Plan Review Worksheet due to Manager Stuart or Director Hude.

## OPERATIONS

- Thank you to the 40+ Election Workers who did an excellent job assisting 2,002 voters in the polls and processing 2,030 absentee ballots and ensuring that we had a safe and secure election on November 8<sup>th</sup>.
- Residents will be receiving notice of a missed water sample with link for more information ([link here](#)) in their December water bills/ invoices. Staff missed a required test and once the error was identified, it was completed with no concerning results, and we are now in compliance. The state requires a notice be provided to users.
- Staff has worked with the Ingham County Fairgrounds to successfully get them in compliance with Building Code Requirements for large events (outside of agricultural) at their main arena.
- Staff is working with Ingham County Drain Commission to clean up easements regarding the Rayner Drain on City Property. We anticipate bringing those replacement easements for Council consideration in December.
- **Training:**
  - Active Violence Incident (AVI) training at Sparrow Hospital St. Lawrence Campus: Officer Michele
- **Staffing Updates:** Current Open Positions (4)
  - NEW HIRES: Robert Ruttan was hired as a Full-Time Laborer on November 7, 2022
  - APPLICANTS: Full-Time Laborer (1) –Offer has been made and pre-employment screenings are taking place.
  - OPEN, EXTERNALLY:
    - Full-Time Police Officer (1) – Closes on November 17, 2022
    - Part-Time Custodian (1) – Closes on December 9, 2022
    - Seasonal Part-time Crossing Guard (1) - Open until filled.

## LARGE CITY PROJECTS

FY 2021-2022			
Project	Project Name/Description	Status	Completed
<b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)</b>			
2019-U3a	Wastewater Treatment Plant – Design	In Process, anticipated completion 2023.	
2021-U1	WTP- High-Pressure Pump VFD	Supply Chain Issues: anticipated January 2023	

<b>PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)</b>			
2017-P8	Laylin Park - Phase II	Consumers have notified us that due to supply chain issues, they will not complete the work until after the first of the year.	
2020-P6, P8, P12, P13, P14	Plan/ Design-Rayner Park, Lee Austin Park, Bond Park, Griffin Park, Hayes Park	In progress, staff is doing final design review and making updates based on internal feedback. Anticipate recommendation to Council in January.	
<b>BUILDING, PROPERTY, EQUIPMENT (B)</b>			
2018-B23	Planning: Master Plan/Zoning Update	Staff presented the draft Master Plan to City Council and Planning Commission at a joint meeting on November 15	

**FY 2022-2023**

Project	Project Name/Description	Status	Completed
<b>STREETS, SIDEWALKS, SIGNALS(S)</b>			
2017-S15/ 2017-U28	S. Barnes Street – Ash to Kipp	Complete except for final signage and final walk through.	
2019-S1	Walnut Ct. – Columbia to Ash	Moved to Next FY by Council Action	MOVED
<b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)</b>			
2018-U39	Well No. 9 (Temple St.) Rebuild	Well No. 8 has become a higher priority, staff evaluating a change in well rebuild.	
2022-U1	Headworks Huber Screen	Anticipated 2 <sup>nd</sup> quarter of FY 22-23	
<b>PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)</b>			
2020-P3	Hayhoe Riverwalk Trail – Eval. & Repair	Anticipate Bidding 3 <sup>rd</sup> quarter of FY 22-23	
2020-P11	Rayner Park- Phase 1 Construction	Anticipate Bidding 3 <sup>rd</sup> quarter of FY 22-23	
2020-P1	Columbia Bridge: Non-Motorized Connect	Anticipate Bidding 3 <sup>rd</sup> quarter of FY 22-23	
2020-P15	Jefferson Trailhead/ CommGarden	Anticipate Bidding 3 <sup>rd</sup> quarter of FY 22-23	
2020-P17	Non-motorized Program: Southeast Quadrant of the City	Anticipate Bidding 3 <sup>rd</sup> quarter of FY 22-23	
2020-P1	Maple Grove Cemetery: Columbarium (3)	Anticipate Bidding 3 <sup>rd</sup> quarter of FY 22-23	
<b>MOTOR VEHICLE POOL (MVP)</b>			
2017-MVP22	Vehicle No. 83	Police	On order; anticipated arrival late spring
2017-MVP18a	Vehicle No. 24	Dump/Plow Truck	Council approved; ordering in process
2022-MVP1		Concrete Grinder	Completed
2022-MVP2	Trailer No. 53	Public Works	Completed
2022-MVP3	Trailer No. 55	Public Works	Completed
2022-MVP4	Mower Attach No. 39	Public Works	Completed
<b>BUILDING, PROPERTY, EQUIPMENT (B)</b>			
2018-B14	Fire: Rehab 815 Replacement	Anticipate 2 <sup>nd</sup> quarter of FY 22-23	
2020-B4a	DPW: Facility Design	Anticipate Bidding 3 <sup>rd</sup> quarter of FY 22-23	
2017-B5b	Building: Library Phase 1, Part 1	Staff met with CADL, proposing adjusting plans to reduce project, plan to meet with architect and contractor to get updated costs and recommendation to Council.	
2017-B10	Fire: Furnace/AC, Office & Training Area	Anticipate 3 <sup>rd</sup> quarter of FY 22-23	
2018-B15	Fire: Sprinkler System in Truck Bay	Anticipate 3 <sup>rd</sup> quarter of FY 22-23	
2018-B20	Fire: Carpet Replacement for Station 1	Anticipate 3 <sup>rd</sup> quarter of FY 22-23	
2018-B25	Police: In-Car Digital Recording System	Anticipate 3 <sup>rd</sup> quarter of FY 22-23	
2018-B23a	Cedar/127 Corridor Sub-area Plan	Anticipate 4 <sup>th</sup> quarter of FY 22-23	
2018-B23b	Kipp Road/Temple Street Sub-Area Plan	In progress	
2019-B2b	City Hall Renovations: Phase 1 /Carpet	Anticipate Bidding 3 <sup>rd</sup> quarter of FY 22-23	
2020-B4b	Public Works: Facility Construction	Anticipate Bidding 3 <sup>rd</sup> quarter of FY 22-23	
2022-B1	Ordinance Update: Planning, Subdivision, Signs, STR	Anticipate 3 <sup>rd</sup> quarter of FY 22-23	

**ACTIVE PROJECTS STATUS UPDATES (PROJECTS NOT COORDINATED BY THE CITY)**

No permits approved during report time-period.