



## City Manager's Report: December 15, 2023

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### OPERATIONS

#### General:

- Manager Stuart represented the City in a promotional video for MDOT regarding the Columbia Street Bridge and 127 project. It is expected to be released in the next few weeks.
- Manager Stuart attended the MML and MML Foundation Board meetings where projects and initiatives for the next year were discussed.
- Director Hude represented the City in a promotional video produced by LEAP announcing the transition of the Public Art for Communities (PAFC) grant program to the Arts Council of Greater Lansing (ACGL). Available to view at: <https://www.youtube.com/watch?v=ndBzI5gEFf8>.

#### Community Outreach:

- Officers Demo, Washington, and Chief Wriggelsworth participated in Shop with a Cop.
- Officers Thompson, Wildfong and Chief Wriggelsworth, and Firefighters Powless, March, Etzel, Baughman, and Cook participated in Shop with a Hero.
- Officer Birr, Officer Thompson, and Stella Emens delivered No Senior without Christmas packages.
- City staff has adopted multiple families this holiday season and has donated over \$600 towards the cause.

#### Personnel:

##### • **Trainings**

- Clerk Jarvis attended the Michigan Association of Municipal Clerk's Master Academy November 28 -30, 2023.
- Officer Justin Demo attended Defensive Tactics Instructor refresher training December 6 - 8, 2023.

##### • **Staffing Updates,**

###### PROMOTIONS/TRANSFERS:

- Jeff Rewerts appointed as Utilities Director effective December 10, 2023.
- Levi Rice appointed as Public Works Foreman effective December 10, 2023.
- Kirk Crawford appointed as Public Works Director effective December 12, 2023
- Roger Pfannenschmid appointed as Public Works Foreman effective December 18, 2023.
- Eric Ream and Michael Hersey were appointed as Utilities Foreman effective December 18, 2023.

###### OPEN POSITIONS-4:

- Laborer (1) - posting under review.
- Utility Operation (1) - posting under review.
- Temporary Election Assistant (1) position will close January 3, 2024
- Seasonal Part-time Crossing Guard (1) - open until filled.

## CAPITAL IMPROVEMENT PROGRAM PROJECTS

*Removed after one notice of complete.*

| FY 2023-2024  |  |                    |   |           |
|---|--|--------------------|---|-----------|
| Project   | Project Name/Description                               |                    | Status  | Completed |
| <b>STREETS, BRIDGES, SIGNALS(S)</b>                                       |  |                    |   |           |
| 2017-S16  | Maple Street Bridge: Replacement                       |                    | 3Q project (re-bidding)   |           |
| <b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)</b> |  |                    |   |           |
| 2019-U3b  | WWTP Plant Construction                                |                    | Change Order summary is attached for reference. Pay Application 1 for \$2,108,440.80 is being reviewed for payment.   |           |
| 2022-U1   | WWTP Headworks Huber Screen                            |                    | 3Q Project for Feb bid.   |           |
| 2023-U4   | South Water Tower Chlorine Analyzer                    |                    | Installation planned by Jan 1.  |           |
| 2023-U40  | WWTP: Curtis Street Lift Station Replacement           |                    | Curtis Street Lift station is back to operational with final invoices being prepared for County. City has closed on property.   |           |
| <b>PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)</b>                        |  |                    |   |           |
| 2020-P4   | Hayhoe Riverwalk Trail: Trail Wayfinding               |                    | 4Q Project may delay further due to available grant funding.  |           |
| 2020- P6/<br>8/12/13/14   | Plan/ Design-Rayner, Lee Austin, Bond, Hayes Parks     |                    | Anticipate presentation to Council in Jan.  |           |
| 2020-P9   | DDA: Downtown Wayfinding Signage                       |                    | DDA established a sub-committee that is meeting to prepare RFP.   |           |
| 2020-P11  | Rayner Park- Phase 1 Construction                      |                    | Site plan and play equipment options are available for review - <a href="#">here</a> . Documents are being prepared for winter bidding to be submitted for DNR approval. Staff is working on board removal process for community. |           |
| 2020-P15  | Jefferson Trailhead/ Comm Garden                       |                    | Under construction, anticipate completion by Feb.   |           |
| 2020-P21  | Hayes Park: Capital Improvements                       |                    | 3Q Project, will request Council prioritization in Jan.   |           |
| 2022-P2   | Maple Grove Cemetery: Trash Receptacles/ Section Signs |                    | 3Q Project, in coordination with cemetery board, selecting signs for trash receptacles.   |           |
| 2023-P3   | DDA: Tree Replacement                                  |                    | Awarded, Spring installation.   |           |
| <b>MOTOR VEHICLE POOL (MVP)</b>   |  |                    |   |           |
| 2017-MVP18  | Vehicle No. 24   | Dump/Plow Truck    | Ordered, receipt anticipated in 2024  |           |
| 2018-MVP3   | Vehicle No. 84   | Police Patrol      | Anticipate being able to order in Feb.  |           |
| 2019-MVP6   | Vehicle No. 802  | Fire Expedition    | Ordered   |           |
| 2022-MVP5   | Equip. No. 37  | Public Works Gator | Complete  | December  |
| 2022-MVP7   | Equip. No. 82  | Chipper            | Complete, contingent on City Council consideration at Dec 18 meeting.   | December  |
| 2023-MVP1   | Vehicle No. 88   | New Police Patrol  | Anticipate being able to order by Feb.  |           |

| <b>BUILDING, PROPERTY, EQUIPMENT (B)</b> |  |   |  |
|--|--|---|--|
| <b>2017-B5b</b>                          | Building: Library Phase 1, Part 1                            | Interior work expected to be finished by March. Updated estimates were received, and exterior work has a funding gap that is currently over \$220,000. CADL/City are continuing to apply for a grant to fill the gap and CADL is launching a local fundraising campaign. Meeting with MEDC for potential crowd funding grant opportunity. |  |
| <b>2018-B23</b>                          | Planning: Master Plan/Zoning Update                          | Zoning updates are in progress, Zoning Ordinance Review Committee mtg is meeting monthly, but hasn't scheduled their Jan meeting.   |  |
| <b>2018-B23a</b>                         | Cedar/127 Corridor Sub-area Plan                             | Bids expected to be released by January.  |  |
| <b>2019-B2b</b>                          | City Hall Renovations: Phase 1 /Carpet                       | 3Q Project  |  |
| <b>2019-B8</b>                           | Police: Car Port (7-Car Unit)                                | 3Q Project  |  |
| <b>2020-B4</b>                           | DPW: Facility Design Build                                   | Preparing bid package, staff anticipates bidding February. Staff is meeting in Jan with bond experts and MPS to discuss recommended structure.  |  |
| <b>2022-B1</b>                           | Ordinance Update: Planning, Subdivision, Signs, STR          | 3Q Project  |  |
| <b>2023-B1</b>                           | City Hall: HVAC Controls Replacement                         | In progress   |  |
| <b>2023-B4</b>                           | Planning: Public Participation Plan & Communication Strategy | 3Q Project  |  |

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

None.



|   |                             |                    |
|---|-----------------------------|--------------------|
| <b>Notes:</b>                           |                             |                    |
| Estimated, pending final estimate       | <b>Total Contingency:</b>   | <b>\$2,347,657</b> |
| Change directive sent, pending estimate | <b>Staff Authorized to:</b> | <b>\$1,347,657</b> |

Date: December 15, 2023

| Reference ID   | Description  | Submitted By | Received By | Date Submitted | Date Authorized/Returned | Response                           | CCI Change Number | Confirmed Add/Deduct | Total Contingency After Change | Change Order | Change Order Date | Change Order Authorized Date |
|----------------|--|--------------|-------------|----------------|--------------------------|------------------------------------|-------------------|----------------------|--------------------------------|--------------|-------------------|------------------------------|
| RFI-004        | Tree removal as required (25 large trees, 17 smaller trees) in order for installation of bentonite slurry wall. Additional trees (invasive cottonwoods) were also removed after determined to be a threat to tank operations due to branches and seeds. Tree buffer will be installed by completion of project in this area (10 were included in project and six will be added in landscaping change order). | CCI          | HRC/City    | 10/19/23       | 10/20/23                 | Proceed with tree removals         | CI002             | \$ 29,928.37         | \$2,377,585.37                 | C/0: 01      | 12/8/2023         | 12/15/2023                   |
| RFI-009        | Demolition of 15x60 tank discovered during demolition of old tricking filters  | CCI          | HRC/City    | 10/26/23       | 10/27/23                 | Proceed with tank demo             |                   | \$ 16,000.00         | \$2,393,585.37                 |              |                   |                              |
| RFI-008, Other | Slurry wall impacts (credit for removal of slurry wall sections and add for soil stabilization)  | CCI          | HRC/City    | 11/8/23        | 11/8/23                  | Proceed with modifications to wall |                   | \$ (75,000.00)       | \$2,318,585.37                 |              |                   |                              |
| WCD-001        | Consumers Power requirements for second natural gas meter  | HRC          | CCI         | 11/8/23        |                          | TBD - pending change from CCI      |                   | \$ -                 | \$2,318,585.37                 |              |                   |                              |
| WCD-002        | Landscaping for plan review requirements (ornamental fencing, additional landscaping)  | HRC/City     | CCI         | 12/6/23        |                          | TBD - pending change from CCI      |                   | \$ -                 | \$2,318,585.37                 |              |                   |                              |