



# City Manager's Report: June 17, 2022

## COUNCIL ITEMS:

- The City Council submitted a letter of support for the project application for the Holt to Mason Trail Final Connection for \$2,750,000, through the Department of Transportation's Highway Infrastructure Program. That project has been selected as one of 15 community projects that Representative Slotkin's office will be submitting to the House Appropriations Committee to be considered for Fiscal Year 2023 funding.
- The new City voted Park & Trails millage that starts on this summer tax bills will be .9947. Under State guidelines, the Headlee millage reduction fraction intends that, ignoring additions and losses, any current operating millage must be reduced if it would produce more tax dollars, adjusted for inflation, than it did last year. The necessary reductions are calculated for all municipalities in the County by the Ingham County Equalization Office based on State formulas. Even with the reduced millage, expected revenue generated by the new millage for the first year is \$258,000. Revenue was estimated at \$232,220 at the time of the vote.
- Maple/ Jefferson Four Way Stop Conversion: After approximately 45 days, staff has not identified any safety or traffic concerns that would change the recommended action to move forward with the project. Staff plans to notify contractor they should move forward with the project. It is anticipated it may be after July 4<sup>th</sup>.

## OPERATIONS:

- **Staffing Updates:** Current Open Positions (5)
  - NEW HIRES/TRANSFERS:
    - Colen Armstrong started on June 13, 2022 as a full-time Laborer
    - Benjamin Smieska will be starting on Tuesday, June 21, 2022 as a Seasonal Laborer
  - CLOSED, EVALUATING APPLICANTS:
    - Part-Time Administrative Assistant – Community Development (1) – Position has closed and reviewing applications
  - OPEN, EXTERNALLY:
    - Full-Time Public Works Director (1) – Closes July 6, 2022
    - Seasonal Part-time Crossing Guard (1) - Open until filled.
  - PREPARING/ EVALUATION POSTING:
    - Full-Time DPW Mechanic (1)- Evaluating position replacement.
- **Traffic Updates:**
  - Kipp & Barnes/Eden– A complaint was received regarding Semitrucks from Michigan Packaging (CORRCHOICE) on Eden making illegal turns onto Kipp. The resident had previously brought this to the attention of Michigan Packaging, and it stopped for several months, but reported that it is happening again. Officers have been assigned to the area. **Status is open.**

## LARGE CITY PROJECTS

FY 2021-2022			
Project	Project Name/Description	Status	Completed
<b>STREETS, SIDEWALKS, SIGNALS(S)</b>			
2017-S23	Rayner St – Randolph St to Columbia St	Completed	July
2017-S24	Eugenia Dr – Northbrook St to End	Completed	November
2017-S25	Hall Blvd – Ash St to South St	Completed	November
2017-S26	Columbia St – Park St to Jefferson St	Completed	July
2019-S9b	Signal at E. Maple & S. Jefferson	Full implementation anticipated in July.	
<b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)</b>			
2017-U15	Replace Hydrants and Mason Plaza	Completed	November
2017-U34	Well No. 5 Rebuild	Completed	December

<b>2019-U3a</b>	Wastewater Treatment Plant – Design	In Process, anticipated completion 2023		
<b>2021-U1</b>	WTP- High-Pressure Pump VFD	Anticipated completion in December 2023 (equipment is 6 months out)		
<b>2021-U2</b>	WTP- Replacement of Valves	Placing project on hold to do another CIP project that has recently become a priority.		
<b>PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)</b>				
<b>2017-P8</b>	Laylin Park - Phase II	Contract Awarded		
<b>2020-P6, 2020-P8, 2020-P12, 2020-P13, 2020-P14</b>	Rayner Park- Plan/ Design Lee Austin Park- Plan/Design Bond Park - Plan/Design Griffin Park - Plan/Design Hayes Park - Plan/Design	In progress, anticipated drafts to Council in July.		
<b>MOTOR VEHICLE POOL (MVP)</b>				
<b>2017-MVP23</b>	Vehicle No. 21	Cemetery/ Parks	Vehicle ordered; anticipated arrival in June.	
<b>2017-MVP27</b>	Vehicle No. 86	Police	Completed	March
<b>2017-MVP24</b>	Vehicle No. 59	Cemetery/ Parks	Completed	February
<b>BUILDING, PROPERTY, EQUIPMENT (B)</b>				
<b>2019-B2a</b>	City Hall – Phase I Design and Security	Completed	June	
<b>2017-B7</b>	Building: Parking Lot Repairs	Completed	December	
<b>2017-B11</b>	Fire: Washing Machine	Completed	March	
<b>2018-B16</b>	Fire: Station 1- Rear Approach	Completed	December	
<b>2018-B21</b>	Police: Interview Rm Recording System	Ordered, expected installation in June		
<b>2018-B23</b>	Planning: Master Plan/Zoning Update	Staff anticipates that the draft master plan will be presented in July.		
<b>2018-B24</b>	Building: Rental Furniture Replacement	Completed	April	
<b>2019-B3</b>	Clerk: Laserfiche Avante Upgrade	Completed	June	

<b>FY 2022-2023</b>			
<b>Project</b>	<b>Project Name/Description</b>	<b>Status</b>	<b>Completed</b>
<b>STREETS, SIDEWALKS, SIGNALS(S)</b>			
<b>2017-S15</b>	S. Barnes Street – Ash to Kipp	Construction in process	
<b>2019-S1</b>	Walnut Ct. – Columbia to Ash	Moved to Next FY by Council Action	MOVED
<b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)</b>			
<b>2017-U28</b>	S. Barnes Street Utilities – Ash to Kipp	Utilities expected start in June.	
<b>2018-U39</b>	Well No. 9 (Temple St.) Rebuild	Anticipated 2 <sup>nd</sup> quarter of FY 22-23	
<b>2022-U1</b>	Headworks Huber Screen	Anticipated 2 <sup>nd</sup> quarter of FY 22-23	
<b>PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)</b>			
<b>2020-P3</b>	Hayhoe Riverwalk Trail – Eval. & Repair	Awaiting County Grant Agreement, Anticipate Bidding 3 <sup>rd</sup> quarter of FY 22-23	
<b>2020-P11</b>	Rayner Park- Phase 1 Construction	Awaiting DNR Grant Agreement, Anticipate Bidding 2 <sup>nd</sup> quarter of FY 22-23	
<b>2020-P1</b>	Columbia Street Bridge: Non-Motorized Connection	Awaiting County Grant Consideration, Anticipate Bidding 3 <sup>rd</sup> quarter of FY 22-23	
<b>2020-P15</b>	Jefferson railhead/Cemetery/Community Garden	Awaiting County Grant Agreement, Anticipate Bidding 3 <sup>rd</sup> quarter of FY 22-23	
<b>2020-P17</b>	Non-motorized Program: Southeast Quadrant of the City	Anticipate Bidding 3 <sup>rd</sup> quarter of FY 22-23	
<b>2020-P1</b>	Maple Grove Cemetery: Columbarium (3)	Anticipate Bidding 3 <sup>rd</sup> quarter of FY 22-23	

<b>MOTOR VEHICLE POOL (MVP)</b>				
<b>2017-MVP22</b>	Vehicle No. 83	Police	Anticipate Bidding 1 <sup>st</sup> quarter of FY 22-23	
<b>2017-MVP18a</b>	Vehicle No. 24	Dump/Plow Truck	Anticipate Bidding 3 <sup>rd</sup> quarter of FY 22-23	
<b>2017-MVP22</b>	Vehicle No. 83	Police	Anticipate Bidding 3 <sup>rd</sup> quarter of FY 22-23	
<b>2022-MVP1</b>		Concrete Grinder	Anticipate Bidding 3 <sup>rd</sup> quarter of FY 22-23	
<b>2022-MVP2</b>	Trailer No. 53	Public Works	Anticipate Bidding 1 <sup>st</sup> quarter of FY 22-23	
<b>2022-MVP3</b>	Trailer No. 55	Public Works	Anticipate Bidding 1 <sup>st</sup> quarter of FY 22-23	
<b>2022-MVP4</b>	Mower Attach No. 39	Public Works	Anticipate Bidding 3 <sup>rd</sup> quarter of FY 22-23	
<b>BUILDING, PROPERTY, EQUIPMENT (B)</b>				
<b>2018-B14</b>	Fire: Rehab 815 Replacement		Anticipate 1 <sup>st</sup> quarter of FY 22-23	
<b>2020-B4a</b>	DPW: Facility Design		Staff finalizing concepts	
<b>2017-B5b</b>	Building: Library Phase 1, Part 1		Staff has identified a contractor willing to provide estimates for the project.	
<b>2017-B10</b>	Fire: Furnace/AC, Office & Training Area		Anticipate 1 <sup>st</sup> quarter of FY 22-23	
<b>2018-B15</b>	Fire: Sprinkler System in Truck Bay		Anticipate 1 <sup>st</sup> quarter of FY 22-23	
<b>2018-B20</b>	Fire: Carpet Replacement for Station 1		Anticipated 3 <sup>rd</sup> quarter of FY 22-23	
<b>2018-B25</b>	Police: In-Car Digital Recording System		Anticipated 3 <sup>rd</sup> quarter of FY 22-23	
<b>2018-B23a</b>	Cedar/127 Corridor Sub-area Plan		Anticipate 1 <sup>st</sup> quarter of FY 22-23	
<b>2018-B23b</b>	Kipp Road/Temple Street Sub-area Plan		Anticipate 1 <sup>st</sup> quarter of FY 22-23	
<b>2019-B2b</b>	City Hall Renovations: Phase 1 /Carpet		Anticipate Bidding 1 <sup>st</sup> quarter of FY 22-23	
<b>2020-B4b</b>	Public Works: Facility Construction		Anticipate Bidding 3 <sup>rd</sup> quarter of FY 22-23	
<b>2022-B1</b>	Ordinance Update: Planning, Subdivision, Signs, STR		Anticipate 2 <sup>nd</sup> quarter of FY 22-23	

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

No permits approved during report time-period.