

# MANAGER'S NEWSLETTER

JANUARY 13, 2017

## WASTEWATER CONTRACT WITH TOWNSHIPS

Mark Gifford and Aaron Kuhn are meeting as a subcommittee with Township Supervisors and the Mayor to draft the specific language for the needed renewal of the Wastewater contract which expires at the end of 2017. The goal of the committee is to complete the work by July. Eric Williams and Dave Cushway are working on definitions to be included in this document.

## TRANSITION

Mark Gifford has been meeting with employees and community personnel to gain insight into the management position and to prepare for decisions to come. Heather Bowman has also been spending time at the water and wastewater plants gaining personal experience in their operation. There remains two weeks in this process before the full transition has been completed.

## ELECTION AUDIT

The State of Michigan routinely conducts random post-election audits. This year the City of Big Rapids, Precinct 3 was selected for the audit. Some background data was gathered ahead of time – other data was an on-site review of the election bags of ballots, procedures of operation and the paperwork of election day. After two hours of exhausting on site review, the City is most happy to have received a 'perfectly handled' election audit opinion. Thank you, Tammy and Jennifer, for a job well done.

## MEDC GRANT

The "ICE" grant, that the City narrowly missed in 2016, which was to repair the water main and Ives Street is again being offered on a competitive basis from the State of Michigan. This year's program would fund projects up to \$2 million. Training for the grant application was held this past week in Newago. The City expects to file an application this year and is hopeful since the 2016 application was very close on the funding list last year.

## BUDGET

It is budget season again! Department heads are completing their submissions for projects which will be reviewed by staff and Planning Commission members before coming to the City Treasurer for inclusion in the 2017 budget.

## PART TIME RECREATION

Steve Sobers retirement has resulted in personnel moving to different management responsibilities. Mark Gifford vacated the DPW Director position which has been filled by Recreation Director Heather Bowman. At least, temporarily, her position will be filled on a part time basis and that opportunity is being advertised.

## **PUBLIC SAFETY**

- In the past week, the Police Division responded to 60 calls for service. The sergeants continue to work on revising the department's policy and procedure manual.
- In the past week, the Fire Division responded to 20 calls for service.
- On Monday, April Decator began her job as the department's administrative secretary.

## **PARKS & RECREATION**

- Coed Volleyball begins this weekend.
- Back to the Bricks planning committee is preparing for the large event on June 10.
- Daddy Daughter Dance is scheduled for Feb. 10. Planning for this event is underway.
- Attended MEDC strategic community development meeting.
- Attended Recreation Authority meeting.

## **PUBLIC WORKS ACTIVITIES**

### **DIAL-A-RIDE**

**171** Adult Riders - (\$2.00 Fare)

**230** Children Riders - (\$1.00 Fare)

**894** (\$1.00 Fare) - Seniors (229) and Disabled (1732) passengers of which 405 used the wheelchair lift to board

**59** Free Riders - Aides that ride with disabled passengers and children 4 and under with an adult

**18** No Shows - A person who calls for a ride and when we go to pick up and they are not there for ride

**NO** Safe Riders – Ferris is on winter break. Free rides from local establishments to anyone in the community on Thursday, Friday and Saturday nights 12:00am to 2:30am.

**NO** Ferris Shuttle Bus – Ferris is on winter break. Free rides to anyone on Campus. The new route has eight stops on campus- East Campus Mailbox, Lot 28, Allied Health, Campus Community Center, Lot 4, Rock Cafe', Arts and Science, 7:30am -7:00pm

**1,372** Total Passengers

**535** Out of City Riders - Anyone we pick up or drop off outside the Big Rapids City Limits

### **DPW: STREETS**

- Plowed snow – streets, alleys, sidewalks, parking lots, airport
- Sanded and salted – streets, alleys, sidewalks, parking lots, airport
- Hauled snow from parking lots
- Repaired a light and some window trim at the Library
- Fixed a couple of mailboxes
- Removed the downtown Christmas tree

- Cleaned the downtown; pulled snow to the middle of Michigan Ave and hauled away
- Filled many potholes
- Cleaned trucks and equipment
- Picked up Christmas trees from residences
- Cleaned drains
- Checked and jetted sewers per normal daily and call ins

### **DPW: PARKS**

- Picked up trash downtown and in parks
- Cleaning and maintaining City Hall public restroom
- Assisted with snow removal, plowing & clearing sidewalks

### **MAIN MAINTENANCE**

- MISS Digs
- Miscellaneous reads
- Assisted with snow removal; plowing

### **WATER PLANT**

#### **Safety topic: “Weld Well to End Well”**

- Plowed snow.
- Ran customer samples.
- Made Lab reagents.
- Put a coat of wax on floors at the plant; main hallway, lab, control room, and kitchen.
- Buffed all freshly waxed floors.
- Continued painting downstairs at the plant.
- Replaced faulty battery at the H.M.C. generator.
- Performed QA/QC on R.O. unit in the Lab.
- Checked generators.
- Repaired leaking faucet in Lab sink.

Stephen Sobers, City Manager