

# MANAGER'S NEWSLETTER

JANUARY 20, 2017

## BUDGET

Staff is working hard on the beginning stages of the 2017/18 Budget. Capital Improvement Requests (CIP) are being compiled for review by a subcommittee of the Planning Commission. The State has added a new requirement of maintaining a 6 year CIP Plan. Mark Sweppenheiser will be attending training on January 31<sup>st</sup> in Lansing to learn more about the State requirements. A CIP that meets the State requirements is now a component of all grant applications through the MEDC.

## PASSPORT GRANT – MITCHELL CREEK PARK IMPROVEMENTS

Fleis and VandenBrink will be designing the improvements to Mitchell Creek Park that include a renovated and expanded parking lot, new walking trails, seating, LED lighting, rain garden and drainage improvements. The Chamber and Convention and Visitor's Bureau (CVB) are constructing a new Welcome Center and vacating the structure in Mitchell Creek Park early this summer. Planning for what to do with that building is an important piece of the future of how the park is used.

## STATE STREET WALK BRIDGE

The walk bridge that crosses State Street at Mitchell Creek Park and Crossroads Charter Academy (CCA) needs maintenance and improvement. Discussions with MDOT and CCA are being held to determine ownership of the bridge and funding opportunities for the needed work.

## STATE BROWNFIELD CONSULTANT

Roman Wilson is the new State's Brownfield Coordinator for Big Rapids. Staff met with Mr. Wilson to learn about what the State offers in support of Brownfield Projects. This connection will likely be very beneficial to the City as Brownfield projects are considered.

## CODE ENFORCEMENT ACTIVITIES

### Violations:

- |                             |                           |
|-----------------------------|---------------------------|
| (2) Blight                  | (8) Disabled Vehicles     |
| (3) Garbage & Rubbish       | (3) Parking               |
| (2) Property Maintenance    | (1) Recreational Vehicles |
| (2) Uninhabitable Dwellings |                           |

## **PUBLIC WORKS ACTIVITIES**

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

Even with the 4 Snow (ICE) days this week for the kids in school, we were still able to get our other customers where they needed to go.

Thanks to the DPW crew and the amazing job they did keeping the roads clear so we could stay open and help our customers keep their appointments.

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

**184 Children** Riders - (\$1.00 Fare) - No School Monday and Tuesday

**833** (\$1.00 Fare) - Seniors (105) and Disabled (728) passengers of which 182 used the wheelchair lift to board

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

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

**91** 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)

**2,671** 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, Lot 50 and Arts and Science, 7:30am -7:00pm

**4,181** Total Passengers

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

### **STREETS**

#### **Safety topic: Using Stairs**

- Filled pot holes
- Open drains
- Check sewers
- Sanded and salted streets and alleys and parking lots
- Scrape the gravel roads and alleys and some streets with our ice blades
- Picked up Christmas trees

### **PARKS**

- Fixed picnic tables
- Trimmed trees on the sidewalks for plowing
- Cleaned bathrooms
- Garbage picked up

## **Motor Pool**

- Dump trucks
  - Replaced 10 sets of underbody blades, 2 sets of ice blades and curb guards.
  - 101- replaced pre-wet pump. Replaced rusted exhaust pipe, rear strobe light and top light lens
  - 102- replaced batteries and repaired battery box.
  - 104- repaired transmission shift sensor wire and rear strobe lights. Replaced ignition switch.
  - 106- replaced turbo exhaust pipe and ignition switch
  - 107- replaced a hydraulic hose and steering gear box
  
  - 207- Van, serviced
  - 401- police car, replaced head light bulb and connector
  - 409- police car, serviced and repaired tire. Replaced exhaust solenoid
  - 415- staff car, repaired a tire
  
- Busses
  - 903- replaced a wheelchair lift actuator valve and air tank release cable
  - 904- did a grease service
  - 906- did a service and a safety inspection. Replaced a radiator and rear brake pads
  - 909- adjusted parking brakes
  
  - Water plant generator, replaced water pump heater
  - Helped DPW plow

## **MAIN MAINTENANCE**

- MISS Digs
- Miscellaneous reads

## **WATER PLANT**

### **Safety topic: Reducing the Risk of Workplace Violence.**

- Lubed chemical feed pumps.
- Sent Hach colorimeter in for annual calibration.
- Checked generators.
- Answered call in's.
- Performed QA/QC in lab on media.
- Salted front walk repeatedly to keep our visitors safe from falls.
- Worked with Layne on the cleaning of well #2 and the abandonment of test well portions of our wellfield improvement project.
- Worked with Jay Norris, Matt, Roger, and F & V on some details concerning the water level in the Perry tower.
- Buffed the floor in the main hallway at the plant.
- Continued to paint downstairs at the plant.
- Ran customer samples.

## WASTEWATER PLANT

- The Plant looks good overall, but foam growth has gotten worse in the last few days. Preparations are being made for chlorination of our clarifier scum pits and monitoring of plant effluent for the extremely remote possibility of chlorine residual.
- A rebuild of our STP-2 Moyno Pump is in progress, located in the digester room.
- WTP and WWTP Engineering CIP meetings took place at both locations. Plant staff, City Hall staff, and Fleis & VandenBrink staff all participated in very productive discussions.
- Ordered and received 3600 gallons of ferric chloride from Webb Chemical.
- Repaired broken mount bolts in the base of one of our ferric chloride transfer pumps.
- Published the DEQ-required Notice of Violation in the “Public Notice” section of the Pioneer, regarding Hayworth’s exceedance of their discharge permit for phosphorus.
- Northwest Kent Mechanical and their painting sub-contractor were back on-site, to repair a broken drain line, repair a broken access door lock, and finish some painting.
- Responded to a power failure alarm at the Waterloo Lift Station. No problems found.
- Ordered, received and installed new air filters and filter covers for all the cooling fans in the main plant electrical room.
- Received approval for engineering expenses for Fleis and VandenBrink’s participation in 4 remaining CIP’s for this budget year: Clarifier painting, new plant stairway, digester piping modifications, and bid process for a replacement digester blower motor.
- Preparations are in-progress for the Non-Domestic User (NDU) Information Forms to be mailed, as a follow-up to the Mayor & City Manager Letter to Businesses.
- Replaced a faulty ballast in one of the office fluorescent light fixtures.
- Completed and submitted the 2016 Wastewater Treatment Plant Annual Report.
- Salvaged some parts from an old composite sampler and scrapped the rest of the unit.

Mark Gifford, City Manager