

MANAGER'S NEWSLETTER

May 20, 2016

ADMINISTRATIVE ASSISTANT

Jennifer Norris has been employed as an Administrative Assistant to City Clerk Tammy Gillis. Jennifer first started with the City as an intern as well as a part-time summer assistant for Roberta Cline. Jennifer has maintained a relationship with the City as a custodian for Hi-Tech. We welcome Jennifer back into this part-time position in the Clerk's office.

SIDEWALK USE

The City has been approached for additional 'eatery' operations use of the sidewalks on Michigan Avenue for 'outside picnic ambiance.' The good Dog Bakery/3 Sisters Bakery and Star Shooters both have some plans for outside use. Plans are being drawn for use of the sidewalk according to the guidelines approved in the code for such operations.

FERRIS RESIDENTIAL CONSTRUCTION

Overwhelming support for a residential dorm on the North side of campus has resulted in a plan by the University to employ a 'design build' contractor for a new five story dorm in the general location of the present communication tower/satellite complex on Ferris Drive near the Automotive building. Construction is expected to begin this summer for a 2017 occupancy.

WATER MAIN – GILBERT DRIVE

The tie in to the City system was made Sunday morning and completed by 8:00 am. Chlorination, and pressure testing is nearing completion as well. In addition to the apartments, the pain clinic is making arrangements to tie into the system.

SIDEWALK

The sidewalk program for 2016 should start construction in the next week.

CLAY CLIFFS

Development of this new nature area continues with an access trail from the Brookside development. This access is in addition to the ones at the Fairman Pool and the Monroe street locations.

ZINNIAS AND CITY FLOWERS

Downtown flowers and plantings will begin May 31 after the Memorial Day holiday.

Zinnia coupons can be picked up at the Public Works Department starting May 25, 26, and 27, 2016 from 8:00 a.m. – 5:00 p.m. This will be on a first come first serve basis. The flat of Zinnias can be picked up on May 31, 2016 at the Farmer’s Market between 1:00 p.m. – 6:00 p.m.

PUBLIC SAFETY

In the past week, the Fire Division responded to 22 calls for service.

In the past week, the Police Division responded to 81 calls for service. A large number of these continue to be traffic accidents. In the past week. Detective Miller attended a two-day training in Grand Rapids hosted by the Michigan State Police on Biometrics.

CODE ENFORCEMENT ACTIVITIES

Violations:

- | | |
|-------------------------|---------------|
| (6) Blight | (5) Furniture |
| (38) Grass & Weeds | (3) Parking |
| (5) Poly-cart Placement | (8) Signs |
| (2) Yard Waste | |

PARKS & RECREATION

- The pool is scheduled to be cleaned next week. We look forward to a warm and sunny summer. Attached is the pool schedule.
- Playground safety checks were completed.
- Attended Chamber golf outing.
- The flowers for downtown and parks will arrive next week, which we look forward to each year.

PUBLIC WORKS ACTIVITIES

STREETS –

Safety Topic: “Afterthoughts”

- Sweeping streets
- Checked and jetted sewers per normal daily and call ins
- Repaired manhole on 131 and blacktopped
- Repaired water stack
- Fixed banner on Maple Street
- Fixing lights at Northend Riverside Park
- Moved 8 mural panels to Trimarco for Artworks and then moved them to M & M collision
- Picked up leaf bags for City Hall
- Removed deceased animals from roadways

- Dug out patch on Ives for curb and for blacktop, black dirt and seed
- Assisted Technology staff with cameras
- Repaired fire hydrant at Sav-a-Lot plaza
- Filled potholes on Michigan, Venlo Drive, S Warren, River, Maple and S 131
- Reading meters – Tom Grant and Dan Maxon
- Sawed patches on south side of City and blacktopped
- Removed bushes in front of pavilion at Hemlock
- Repaired a water stack at 309 Finley
- Assisted with watermain tie-in at Gilbert Drive – Glenn Thompson & Tim Boerma

PARKS –

- Mowing and weed whipping
- Ball diamonds
- Fertilizing the ball fields
- Repaired monkey bars at Playscape
- Worked on irrigation at soccer fields
- Replaced tape on rope at Playscape
- Watered the Library grounds
- Put up reservation signs at parks
- Picked up trash downtown and in parks
- Prepping ball fields for games

MOTOR POOL –

- Staff vehicles & Miscellaneous Equipment:
 - Fabricated a new trailer for pulling a big leaf blower for the parks and trails
 - 649 trailer, replaced tires and rebuilt the tailgate lift system
 - 657 trailer, checked and adjusted brakes and greased wheel hubs
 - 202 truck, replaced muffler
 - 216 pickup truck, replaced battery and wiper blades
 - 101 and 102 removed rear spreaders and serviced liquid pumps for summer storage
 - 323 valve turner, replaced battery and installed main battery disconnect
- Busses:
 - 901, replaced front tires and replaced 2 bulbs
 - 903, adjuster passenger door so it would shut properly
 - 904, did a grease service

MAIN MAINTENANCE -

- MISS Digs
- Miscellaneous reads
- Repaired water stack at 509 Bailey
- Checking meters for the Treasurer's Office
- Shutoffs

WATER PLANT –

Safety Topic: “Message to Self - Distracted Driving is Dangerous”

- Met with Mr. Wolf in regards to pumping out, cleaning, and inspecting our recycle basin at the plant. This material must be hauled to Muskegon.
- Mowed the lawns at the well house and HMC sites.
- Repaired a few bare spots in the lawn in front of the plant.
- Turned the sprinkler system on at the plant and programmed the run times.

WASTEWATER PLANT –

Safety Topic: “Reduce Noise Exposure and Protect Your Hearing”

- Now that Ferris is on break, we are transitioning to Summer flows. The transition will be complete in a couple of weeks, when the Public Schools are finished for the season.
- Working with Fleis & VandenBrink on Summer Capital Improvement Projects.
- City Staff and Fleis & VandenBrink continue to refine the Draft Sewer Use Ordinance. After another discussion with Tom Berdinski, additional revisions will be made.
- Digester Blower # 4 lost some oil. An oil change will be done and then the blower will be closely watched, to determine the cause of oil consumption and/or leakage.
- U.V. Channel # 1 taken out of service, for annual rebuild. All 36 bulbs and quartz sleeves will be replaced, along with other necessary channel maintenance.
- Order placed with UV Doctor, for replacement bulbs, quartz sleeves and ballasts. Waste Pump # 1 taken out of service, for repair of a shaft seal leak. Tear-down revealed more serious problems, which will require a rebuild of the pump.
- Order placed with Fluid Process Equipment, for Waste Pump #1 rebuild parts.
- The Lab Water Machine disinfection was successful. BOD Blanks are normal again.
- The Blower Building Roofing Project is finally complete! Several details have been taken care of by the contractor, and Fleis & VandenBrink is handling completion paperwork.
- Soffit and fascia damage has been repaired on the Ferric Chloride Storage Building.
- Yard clean-up, mowing, cleaning and other ongoing Spring/Summer outside work.
- Renewed annual service contract with Agile Safety. With their assistance, one of our building L.E.L gas sensors was successfully zeroed and is now back in service.

Stephen Sobers
City Manager