

# CITY COUNCIL PROCEEDINGS

St. Louis, Michigan  
February 23, 2022

The Goal Setting Meeting of the Saint Louis City Council was called to order by Mayor Thomas L. Reed on Wednesday, February 23, 2022 at 8:00 a.m.

Council Members Present: Mayor Thomas L. Reed, Roger L. Collison, George T. Kubin,  
William R. Leonard,

Council Members Absent: Elizabeth A. Upton

City Manager: Kurt Giles  
Deputy Clerk: Bobbie Marr  
Police Chief: Richard Ramereiz

Others in Attendance:

Keith Risdon – Public Services Director, Calvin Martyn – Public Works Superintendent, Mike Parsons – Electric Foreman, Brian Henderson – Water Operator, P.J. McGillis – Wastewater Operator, Jessica Little – Library Director, Jim Wheeler and Kasey Zehner – Greater Gratiot

Member Collison led the Pledge of Allegiance.

## **Solid Waste Agreement.**

Manager Giles requested approval to enter into the Solid Waste Agreement with Granger which would provide Trash Container Services including bi-weekly recycling container services in the average amount of \$15,571.51 per month for five years.

Moved by Kubin, supported by Leonard, to approve to enter into the Solid Waste Agreement with Granger. All ayes carried the motion.

## **The following items were discussed:**

### **RECENT ACCOMPLISHMENTS**

#### **NEW BUSINESSES & IMPROVEMENTS DOWNTOWN**

#1 Chinese Restaurant, Black Castle Music, Health Central, Roots Salon, Huntington Bank, Biggby Coffee (in process)

The Blue Shamrock Pub, Extreme Clean Car Wash, Gemini Capital Management, Subway, McDonald's, Michigan Tire & Wheel

#### **REPAIRS/RENOVATIONS OF M-46 ENHANCEMENT GRANT AREA DOWNTOWN**

Sidewalk & stamped concrete repair/replacement  
Sandblasting & repainting of lamp post bases along M-46 including Clapp Park

CLARK STATION GRANT ENVIRONMENTAL ASSESSMENT COMPLETED

USDA GRANT FOR FARMERS MARKET FACILITY STUDY EXTENDED

CITY WEBSITE REVISION COMPLETED

STREET PAVING PROJECTS

State Street Reconstruction, North Main Street, Whitney Place, North Union

MICHIGAN AVENUE PUMP STATION COMPLETED

PHASE II OF INSITU-THERMAL PROJECT COMPLETED

DIAL-A-RIDE – SLIPR PROGRAM LAUNCHED

LEPPIEN PARK PAVILION ELECTRICITY COMPLETED

LINCOLN PARK BASKETBALL COURT COMPLETED

ACQUIRED 110 WEST JACKSON ROAD IN INDUSTRIAL PARK

SOLD VACANT INDUSTRIAL PARK PARCEL TO JER-DEN

PLASTI-PAINT PAINT STORAGE ADDITION COMPLETED

MARLOO EQUIPMENT OPEN IN CRIPPEN BUILDING

DPW SUPERINTENDENT REPLACEMENT

## **TOPICS FOR DISCUSSION**

ARPA FUNDING & OTHER GRANT OPPORTUNITIES

PARKS & RECREATION

5-YEAR PARKS & RECREATION PLAN REVISION 2022

Potential Skate Park

Swimming Pool upgrades/maintenance

SALE OF CITY PROPERTIES

Future uses of Lentz Farm

Land north of Carrie Knause school

INDUSTRIAL PARK – expansions and available properties

Plasti-Paint – west side expansion  
Apex Marine – potential expansion

#### BUILDING INSPECTOR SUCCESSION PLAN

AIRPORT – plans for County to operate

UPDATE ZONING ORDINANCE

PUBLIC SAFETY FUNDING

SOLAR ENERGY

ELECTRIC VEHICLE CHARGING STATIONS

CITY SIGNS – Electronic Sign, Welcome Signs at City Limits and at Downtown entrance

DOWNTOWN WI-FI EXTENSION

COMMUNITY EVENTS – Flea markets, bikes, etc.

DOWNTOWN BLIGHT, ZONING ISSUES and VACANT BUILDINGS

REPAIR 100 BLOCK OF SOUTH MAIN STREET (BR-127)  
MDOT 2016 work did not include this area – M-46 to RR tracks

CITY OFFICES AND POLICE DEPARTMENT  
Replace floor covering in Community Room  
Upgrade keyless entry system/finish installation at other entrances  
Future City phone system

### **FINANCE DEPARTMENT**

#### **Primary goals for the Finance Office:**

- Improve Efficiency and Accuracy in Day-to-Day operations
- Support/Maintain City Wide Financial Stability
- Provide quality customer service both internally and externally
- Constant Improvement of Financial Reporting and Transparency
- Maintain a Pleasant Work Environment

#### **Priority Projects**

1. State Chart of Accounts Compliance

The State of Michigan Treasury Department has been working on revamping the State Mandated Uniform Chart of Accounts for Local Units of Government for a few years. The final version was released the first part of 2021. The City of St. Louis needs to be in compliance with its use for Fiscal Year 22-23 (July 1, 2022).

- Chart Redesign-Determine what numbers we have to change; clean up old accounts from prior systems. Map new structure to BS&A by February 5<sup>th</sup>. (120 hrs)
- BS&A testing phase-Feb 1 to Apr 30; in the mean time we need to not make any new accounts or do any changes on our ledger structure or reporting. New Projects/grants will need to be tracked outside the system and then adjusted once the new chart is available.
- Online chart rearrange conversion -As soon as BS&A completes testing, we will have to schedule a 6 hour after hours conversion time.
- Training on new chart- Finance Staff and Department Heads will need to be trained on the differences and the new configuration.
- Reporting Reconfiguration-Redo import/export files; reconfigure/remap reports
- Related Systems Conversions: Cartegraph account reference map will need to be redone in many areas. Should be able to map Munetrix for direct upload.

## 2. Federal Grant Compliance

A myriad of changes has occurred this past year along with the federal funds that are being distributed on unprecedented levels. Compliance and documentation will be key in supporting validity of grant funds/expenses.

- Update Grants Management Policies according to the new federal compliance register.
- Update Procurement Policy (Ordinance B-195)
- Keep up with On-line reporting schedule. Every grant has a subset of rules.
- Develop a more centralized coordination and depository of information.
- Develop guidelines for staff in searching out and applying for Grants
- Build Grants Management Database and compliance checklists

## 3. Technology Updates

- Complete Server and Switch Updates - Behind due to COVID and supply chain issues
- Schedule coordinate desktop server replacements on those out of warranty
- Door locks upgrade/replacement- current system will not run on an updated server; the Windows 7 server is at risk of failure.
- Implement Sensus meter read base station upgrade utilities.
- Network File clean up. Space issues, duplication, standardize naming conventions.
- Figure out what reporting analysis is available in the new phone system

#### 4. Accounting Changes Implementation

- State Chart of Accounts- State Compliance -YE June 30, 2023
- Sewer/Water Fund Split- Segment Reporting GAAP Compliance -almost complete
- GAAFR Subscription- Now electronic
- GASB 96 Subscription-Based Information Technology Arrangements- YE June 30, 2023- Changes how IT arrangements have to be accounted for on day to day and formal reporting.
- GASB 87 Leases- YE June 30, 2023- Changes how operating leases are accounted for.

Changes accounting and disclosures for those items that we are the lessor on.

- GASB 84 Fiduciary Activities- YE June 30, 2023. Changes formal presentation of fiduciary activities.

#### 5. Building a better informational Budget Document

- Departmental Stats / Annual Report format
- Direct/Indirect Split
- Funding Source- Expand Explanations
- Steps to Build- maybe share components as they are being added in the build
- Better Publishing Method -Improve formatting

#### 6. Asset Management- Updates and Integration

- Expand Facilities Management on Cartegraph
- Electric Assets populated on Cartegraph and crosswalked to Sensus
- Water Assets populated on Cartegraph (DWAM)

**Ongoing Projects-** Work on these as time allows or they have moved up from the Wish List Projects and we are trying to make more a priority to do

- Website Information improvements /forms online /checklist of all the compliance and transparency
- Electric Outage Management System
- Training- Finance office Lunch and learn sessions
- Credit card reader for Library
- Remove old Delq Personals via Court
- Daily processes and procedures updates
- Higher level document of policy procedures
- Re-examine Fees and Charges
- Build Contracts Database
- Quarterly Budget Amendments
- Revamp Personnel Records
- Reconstruct as possible missing personnel records from pay registers (discovered when we moved}
- Implement email of pay stubs to employees
- Implement email of Utility Billings
- Record Retention Updates /catalog /better organization

#### Wish List Projects

- All Departments Lunch and Learn Program
- Positive Pay on AP
- Revamp Cemetery Invoice Format
- Cartegraph to Timesheet import/export
- Fleet management- inspection reports
- Fuel data to import to Cartegraph for fleet management
- AP cross records to Cartegraph for fleet management
- Training or How To Videos for On-line processes
- Cemetery head stone photos to database
- Acoustic Art Panels
- Citizen Academy
- GFOA Budget Certificate
- GFOA FS Certificate

#### **LIBRARY**

Recent projects:

- Added circulating hotspots to the collection.
- Transitioned to a split digital and paper tracking system for the summer reading program.
- Made additional improvements to the reading area.
- Expanded our collection of read-along books for children.
- Purchased an AED.
- Purchased a changing table for the public restroom.
- Received an ARPA *MI-83 Digital Library Content Grant* to purchase e-books.
- Awarded an online programming kit and outdoor programming kit through the ARPA *MI-38 Technology, Libraries & Communities* project.

Goals and upcoming projects:

- Creating a circulating jigsaw puzzle collection.
- Replacing our early literacy stations.
- Installing a memorial walk, bench and garden on the grounds in addition to revitalizing and improving other landscaping features with the goal of improving access and increasing usage of the area.
- Installing a people-counter to better track usage patterns with the goal of using the data for future changes to hours of operation and staff scheduling.
- Reviewing and updating library policies.
- Shifting collections within the library to improve access and browsability.
- Painting the meeting room, children’s room, and office area (a project from 2019-2020 that was put on hold).
- Increasing our digital collections and online presence.
- Working towards (hopefully) renewal of the countywide library millage (August 2022)
- Beginning work on the library expansion project.
- Replacing the roadside sign and lighting.
- Partnering with local organizations to increase awareness of library services and possibly providing off-site programming or service (for example visiting classrooms that cannot travel to the library, hosting a story hour or craft project at the farmers market, offering a digital literacy training session at the senior center, etc.)

## **POLICE DEPARTMENT**

Below is a list of goals I have set for the St. Louis Police Department. Not all of these are goals that are to be accomplished in the next fiscal year. Many are long-term goals to be accomplished over the next several years.

## **SAFETY & SECURITY**

- Add a 3<sup>rd</sup> security camera monitor in the police department to view all school security cameras.

- Currently, we have two 65” monitors. One monitor displays our building security cameras. The 2<sup>nd</sup> monitor typically displays the high school/middle school cameras.
- We have the capability of viewing cameras from the high school, middle school, and elementary buildings. We can select only a couple of cameras from each building if we choose to view all buildings on one monitor. Adding a 3<sup>rd</sup> monitor would allow us to view more camera angles from each building.
- Add additional security cameras to city hall
  - We have had security cameras at our current building since it was built. I have identified several key blind spots that are not covered by our current security cameras.
  - I have also identified several current cameras that would provide better coverage if moved from their current location.
- Install security camera monitoring at our utility departments and locations of high value
  - The public works complex, dam, and electric department are critical to our infrastructure. Property and equipment of high value are kept on-premises.
  - These could be targets for vandalism, theft, or destruction.
  - These locations are not always manned and could be easily targeted.
  - Cameras may not stop a criminal but would deter most.
  - Cameras could capture valuable information/evidence.
- New keyless lock system
  - Our current keyless entry system is outdated and will soon reach the end of its functionality as it runs on an outdated operating system.
  - I am currently researching new keyless entry systems to replace our current system.

## **STAFF**

- I am still in the process of filling a vacant full time police officer position
- I believe we may need to look at sponsoring a recruit to attend our local police academy.
- I have received some applications but none fit the qualities that we are looking for.

## **POLICE VEHICLES**

- Replace mobile radios installed in our patrol cars.
  - All law enforcement in Gratiot County has upgraded our 800 MHz radio system to a new template that added several new channels and includes encrypted channels. Our current mobile radios and base radio are not capable of receiving these new channels or receiving/transmitting on the encrypted channels.

## **OFFICE EQUIPMENT**

- Add a 2<sup>nd</sup> workstation computer for the patrol officers.
  - Now that we have a 2<sup>nd</sup> officer on duty during the evening hours most days of the week, we have needed an additional computer for the officers. We currently have



- only one computer that the officers share. Until now, it has not been an issue because we rarely had more than one patrol officer on duty at the same time
- The officers do have laptops in the patrol cars that they can access most work items with. Our in-car computers however are not connected to our server or printers. They cannot print documents from our patrol cars either.
  - Most officers will initiate a report in our RMS system from the cars, however, the officers will come into the office to complete lengthy reports. Ergonomically it is not easy to sit in a patrol car twisted sideways to type on the center-mounted laptop for long periods.
  - For safety reasons, I do not want our officers sitting in a patrol car typing at length on the computer not paying attention to their surroundings.
  - Replace printer/copier/scan
    - The police department has one printer/copier/scanner shared by the Chief, Sergeant, officers, and the clerk. This unit was new in 2015. The unit is starting to have minor malfunctions and other issues.
    - I am researching a unit that is capable of being used by multiple people and has the features needed.

## **EQUIPMENT**

- Look for a replacement Body-Worn Camera (BWC) system.
  - Our current BWC system has had a history of issues that have required multiple cameras to be replaced. Some have been replaced at no cost because they were under warranty.
  - I currently have 1 camera that is non-functioning and the vendor will not diagnose it as it is out of warranty. I have been told to buy a new camera instead.
  - Customer service has been less than ideal.
- Upgrade our current duty pistol to a newer model that accommodates a light.
  - This is for the safety of our officers.
  - Many resources confirm the need for duty pistols to have a light mounted on them.
  - Currently, we have only two department-issued pistols that have lights mounted on them. These have been assigned to our night shift officers.
  - Our remaining pistols do not have the capability of mounting a light on them.
  - For this project, I would look to trade in our current duty pistols with one of our police vendors and use the trade-in value to put towards the purchase of a new pistol, light, and holster to accommodate the new pistol and light. There would still be a cost to the agency for the balance not covered by the trade-in value.

## **ACTIVITY/EVENTS/COMMUNITY ENGAGEMENT**

- The covid pandemic put an end to several community events which in turn put an end to some things our officers previously participated in. The covid pandemic has slowed and life is returning to “normalcy.” With this, I plan to have our officers participate in more

community activities and engage the people of St. Louis in positive settings. We will still use caution so that we do not inadvertently put our officers at risk.

- Most police encounters are not in positive settings. I feel our officers must have positive contact with our community members. Positive contacts and communication in neutral settings help build communication and outreach between our agency and the people we serve.

## **UTILITIES**

### **2022 PROJECTS/GOALS**

We have had three challenging years since 2019 due to the pandemic and its effects on everyone. While we have had staff turnover within our public services, we are working to fill those positions soon. In reviewing the upcoming work this year and in discussions with the various departments, I expect that we will need to add additional staff as we move forward into 2022.

### **2021 Projects/Goals: - STATUS**

1. The MDOT West State Street Paving Project was completed prior to the commencement of the current school year. We have been working with ROWE to closeout the paperwork with MDOT.
2. OHM has completed their study for the Sanitary Sewer and Pump Station Evaluation and Equalization Basin project. A presentation was made to Council recently and the next steps in the overall project was discussed.
3. Spicer Group oversaw the construction of the new Michigan Avenue pump station and Pine River sewer crossing which was completed and put into service this past September. We have been working with Spicer and the contractor to finalize the stabilization of the adjacent City lot which was used for contractor mobilization and staging. This area will be seeded along with a small asphalt driveway near the new pump station.
4. The City applied for an EGLE DWAM (Drinking Water Asset Management) grant last January and was initially unsuccessful (though close). Due to the high number of applicants, the State reviewed their program criteria and made some revisions. Discussions with the successful applicants along with the revised criteria “freed up” monies within the program which was in turn offered up to subsequent applicants along with the revised criteria. The City was successful in receiving a grant in September. As this work consists of our investigation of approximately 250 water service lines throughout the City, we are scheduling it for this summer (though we had it programmed for 2021).
5. The City also applied for a DWRF grant/loan last summer which would be used to replace lead water service lines when encountered within the City’s water distribution system. We had expected to utilize the DWAM funding for finding the service lines first, then seek funding to replace them. Last year the DWRF program included a one-time

funding opportunity (Booker Funds) which would provide up to a \$3 million grant to disadvantaged communities with a local match of \$1 million. When the funding list came out in October, the City was outside the fundable range for both the Booker grant funds and the regular DWRF loan funds. Recently we notified the State that we would like to have our DWRF application considered in the FY'23 budget process. A follow up meeting with EGLE personnel will be scheduled to discuss what additional efforts the City will need for the application.

6. ROWE completed the design for the 2021 Water Main Replacement Program on Prospect, Hebron, Bear and Tamarack in 2021 and obtained the EGLE construction permit. Due to the latest of obtaining the permit and the fact that the project would damage the existing asphalt pavements during construction, we chose to push this construction project into the 2022 year. We recently added an additional 600 feet of water main along Wells Road to replace an old undersized, galvanized water line.
7. Spicer Group has submitted plans to MDOT for the scour protection project. I have not seen any plans to date. They also were to expand their hydraulic study to allow for the re-classification of the dam from significant to low for our FERC licensing. I also have seen no proposal or information on preparing a canoe/kayak point beneath the dam near the pool.
8. The Electric Department has successfully removed the old, decommissioned engines (#2 and #3) from the power plant.
9. The City has upgraded our SENSUS metering system for water and electric meters . This new system will allow the City to move ahead with our ESRI GIS software to develop an electric outage plan and notifications system.
10. FTCH has been moving ahead on the design and permitting of the GAWA Well #12 project as well as the Well Abandonment program for the City wells.
11. The MDOC undertook the redesign and reconstruction of Prison Pump station bar screen in 2021. MDOC chose to select their own contractor and proceed with the permitting and reconstruction without City involvement. To date, they are providing their own maintenance of the new system.
12. WWTP modifications to the lab and fine screening building were completed and much of the lab equipment has been upgraded. Ongoing upgrades and maintenance will continue.

## **2022 PROJECTS**

1. **N. Pine Street Reconstruction - OHM – M46 to North Street.**
  - a. This project will include the reconstruction of Center Street from Main to N. Pine as the storm sewer and sanitary sewer outlets for the work being proposed in N. Pine need to run down Center Street. We will need to resolve “parking vs. no parking” on N. Pine as the new project will be the same as Maple and Prospect (28’ b-b with curb and gutter).

2. **M46 Water Main Replacement – OHM - Watson Street to Clinton Street**
  - a. OHM expects that this work will be ready for bid and construction this Summer/Fall also.
3. **Well Abandonments – FTCH**
  - a. EPA funded. The abandoned well lines are connected to our distribution systems so we will need to reconfigure things. This will be especially so for #1 and #4 at the Electric Plant. This work is expected to occur in 2022.
4. **GAWA Well #12 – FTCH**
  - a. While this will occur outside of the City, we will continue to be involved with this project. Bids will be taken March 2; work will commence around June/July.  
(Staff time)
5. **2022 Water Main Replacements – ROWE**
  - a. ROWE will be submitting plans for a revised EGLE Water Construction permit for this project, and we expect to be moving forward with a bid in early Spring. It is expected that we will be under construction mid-summer.
6. **DWAM Water Service Line Investigation – Spicer/City**
  - a. We will need to begin identifying the water service lines at the individual meters of all 1400+ water users this Winter and perform hydro-vac excavations and materials inspections during the Spring and Summer of 2022. Currently we are required to inspect approximately 280+/- service lines. Lead and/or galvanized lines will be required to be replaced at a rate of 5% a year once they have been identified.
7. **M46 Sidewalk Extension**
  - a. Extension of sidewalk to Dollar General as requested by Police and Council. This will require an MDOT permit. Proposed location is over an undersized sanitary sewer which should also be upgraded and “permitted” by EGLE. Project should be expanded to correct this deficiency.
8. **Corinth Street Sanitary Sewer repairs/reconnect.**
  - a. This Fall 2020 we became aware of two sinkholes over the existing sanitary sewer located on the west side of Corinth, north of Olive, which services 5 residents between Olive and Tamarack. A TV investigation shows additional failures in the old clay line. Due to the time of the year (asphalt plants were closed) it was decided to make a temporary repair/patch to this new fault until Spring 2022.
  - b. The City installed an 8” PVC sanitary sewer on the east side of Corinth in the late 1990’s, extending a sewer in Tamarack, south, approximately 250 feet. The new sewer included sewer wyes to the four homes on the west side of Corinth, but no

leads were extended across the street, leaving those homes on the old sewer line. With this recent “rash” of sinkholes occurring as the old pipe deteriorates, we need to install new service lines across Corinth to the four homes and connect to their existing services. A fifth house, located on the east side of Corinth and beyond the newer sewer, needs to have a new service lead installed to the existing manhole at Corinth and Olive. Due to the sewer depths and existing utilities in the vicinity of the sewers, I would recommend that this work be performed by a qualified contractor. The plan is to include this work with the 2022 Water Main Project as it is in the same vicinity and will require paving work adjacent to Corinth also.

**9. Main Street Bridge and Pine River Scour Protection – Spicer**

- a. Spicer expects that this scour protection project will occur mid to late summer of 2022. The original plan is to provide this bank protection along the City Hall side from the Main Street Bridge to the retaining wall at the Electric Plant.
- b. I had also requested a proposal from Spicer and provided them a conceptual plan for a kayak/canoe access ramp from the pool area near the Electric Plant to the river.
- c. I have also requested a Hydraulic Study proposal from Spicer (a continuation of the work needed for the scour work) to allow the re-evaluation of the flows and flood plain towards the re-classification of the dam to “Low Hazard.”

**10. Salt Barn Replacement**

- a. DPW is obtaining quotes for the construction of a new salt dome facility with plans for it to be in the new budget and be constructed this summer. **(Staff time, assistance)**

**11. Tainter Gate Inspections, rehabilitation, and additional work at the Dam. – GEI**

- a. Met with GEI in Marquette over the holidays to review our need for a full inspection of our Tainter gates as required by FERC. This inspection and report must be completed and submitted to FERC by December 2022. This could result in a late summer project for any repair work GEI finds during their inspection. **(Staff time. Construction)**

**12. WWTP Master Plan – OHM**

- a. OHM will be undertaking this study soon to determine the extent of any improvements needed at the WWTP to help increase the flow capacity and reduce or eliminate the need for a storage/equalization basin. This study should be complete by August with recommendations for improvements. **(Staff time)**

**13. Sewer System and Pump Station Improvements – OHM**

- a. OHM will be submitting a proposal for the design of the distribution line and pump station modifications from M-46 and Main Street north to River Court and along Saginaw between Clinton and N. Main. It is expected that this construction work would begin in 2024. **(Staff Time)**

**14. MDEGLE – NPDES permit – I&I Removal requirements – pending**

- a. In discussions with EGLE engineer for the WWTP permitting, I was informed that the State will begin to take a “strong” stance on increased I&I removal efforts by WWTPs and collection systems with the new permits coming out. We should begin to plan for these types of enhanced requirements. OHM can address this with WWTP & Sewer project). **(Staff time)**

**15. EPA Burn Pit Project Electric Service Line**

- a. Recent discussions have considered alternatives to provide this power directly from the current site. Per the past discussions for bringing the power down Prospect, there may still be a need to design and install it if EPA chooses this route (currently under study by EPA). Depending on the route, it may impact that portion of the City’s 2022 Water Main project on Prospect from Corinth to Hebron. **(Staff time)**

**16. Orchard Hills Well Abandonment/Water Main Replacement project – EPA**

- a. Due to increased funding for EPA, it is our understanding that this water main project in Pine River may be considered for construction soon. As this project was put on hold due to a lack of funding a few years ago, EPA will need to re-open the project and direct their engineer to complete the plans per our comments (back in 2019) and obtain the necessary State and local construction permits. While it is possible, I doubt that construction would commence yet this year. Our role will be to assist Pine River Township with oversight of the project review and construction. **(Staff time)**

**17. Point Broadband Fiber Optics Lines**

- a. Point Broadband has a 2022/23 project in the City which is to install fiber optic lines on all streets within the City. Multiple crews installing throughout the City along with tight schedules will cause a lot of manpower distress across our Utility Departments as we try to comply with the many MISSDIG requests and re-staking requests not to mention what conflicts (and damage) could arise. **(Staff time for MISSDIG)**

**18. Consumers Energy – SSI:**

- a. Consumers expects to replace all existing gas lines within the City over the next few years. I am not sure when this work will be scheduled though SSI has been in

the process of generating the topography this past Fall. (**Staff time for MISSDIG**)

**19. DPW – Bagged Lawn Debris Disposal Program**

- a. Effective the end of April, the agreement which the City had with a local farmer to dispose of our collected lawn debris bags will end. The owner as indicated that he has no interest in renewing the service. We will need to determine how to proceed with this service prior to that date.

As you can see, we expect to be busy this year. All the construction projects will require the department staffs to perform utility location services throughout the during of the work. Unfortunately, it is not a “one and done” operation. We get called out multiple times which creates havoc with our regular work schedules. The DWAM work will also be concentrated requiring a DPW member and a Water Department member most of the summer. Clean up and restoration will require 2 additional seasonal workers also.

**Additional Department Visioning/Efforts:**

**DPW:**

- 1. **Roads (21.59 miles paved) - ANNUALLY**
  - a. PASER rate all streets
    - 1. Minimum 33% GOOD rated roads
    - 2. Minimum 42% FAIR rated roads
    - 3. Maximum 25% POOR rated roads
  - b. Crack Seal 25% of the paved roads
  - c. IBR rate all gravel roads
  - d. Signs – Upgrade with reflective tape (65% complete to date)
  - e. Tree trimming and clearing
- 2. **Storm Sewers - ANNUALLY**
  - a. Clean 10% of the catch basins
  - b. Inspect 10% of the manholes
  - c. Repair 15% of the structures needing repairs
  - d. Televis 10% of the sewers and connections
  - e. Inspect the outfalls
  - f. Update the GIS and Cartegraph records
    - GPS data using locator
    - Televising with camera and locator
  - g. Repair/replace 10% of the system
- 3. **Sanitary Sewers (22 miles of 6”-24”, 442 manholes) - ANNUALLY**
  - a. Clean and televise 50% of the sewers

- b. GPS locate 10% of the buried manholes/cleanouts
  - c. Replace 10 manhole covers with ERGO covers (until all are replaced)
  - d. Clean-up 15% of the Sewer Information files on Cartograph/GIS
- 4. Training & Certifications**
- a. Qualify 100% of DPW for SESC Stormwater Operator certifications over 2 years
  - b. Qualify 100% of DPW for PASER rating over the next 2 years
  - c. Qualify and maintain a minimum of 2 Pool Certifications in the Department
  - d. Qualify and maintain a minimum of 2 Pesticide Licenses in the Department
  - e. Qualify 2 DPW employees for SESC – PRD certifications (Plan Review & Design)
  - f. Qualify 2 DPW employees (minimum) as Drinking Water S3 licenses or higher
  - g. Qualify 2 DPW employees (minimum) as Wastewater distribution system certifications (program is pending per discussions with EGLE)

**Water Department:**

Per the Drinking Water Asset Management Plan, the City has 170,448 lf of water distribution main consisting of various pipe sizes running from 2” and smaller to 16”. Of this total, 80,033 lf consists of 6” or smaller pipe. The State has designated that the minimum water line where fire protection is provided by 6”. The caveat to this sizing is that minimum pressures must also be maintained within the entire system during all conditions of flow. Due to this condition, many communities have held to a minimum standard of 8” when fire protect was provided. This increase in size also came about due to the increased pumping capacity of fire equipment over the years.

**1. Develop a Valve Exercise Program – ANNUALLY**

Our distribution system has 634 water valves in it. Most have never been operated or operated only in an emergency. Over time, if these valves are not exercised (opened and closed), these will collect deposits from the water and seize up. In an emergency, a seized valve may be able to be worked loose so that it can be either opened or closed. Often, they cannot or in the efforts to work the valve, the stem will be broken. It is important to maintain these valves in a good operating condition.

All system valves should be exercised annually. Due to the large number of valves within the system, this task needs to be performed by staff using a mechanical valve turning machine. This program has also been “strongly” stressed by EGLE as part of our regular Water System Sanitary Survey to be included in our maintenance program.

We will be requesting the purchase of a valve turning machine in the FY22/23 budget. Currently we are investigating different machines and costs.

The initial program will need to be planned accordingly as we have an older system as well as many un-exercised valves. When we begin to turn these valves, we have a very good chance of breaking some of them which will then necessitate the removal and replacement of the damaged valve.



2. **Extend this year’s DWAM Service Lead location program** to continue identifying the remaining 800 – 900 service lines. This information will be required to be certified every 5 years by the City.
3. **Program in water main replacements** to eliminate those lines less than 6” initially and extend that replacement to the 6” lines eventually. Do this by first trying to combine paving and other utility replacement projects with these replacements. Care must be taken when programming in the replacement of these smaller sized lines as EGLE will require these new lines be permitted and connected appropriate sized lines, i.e., converting a three” line to an 8” line would require the connecting line to be at least 8” in diameter. By setting eight” as our minimum size to maintain the fire flow and pressure requirements, any new replacement would therefore need to be connected to an 8” minimum sized line.
4. **Develop a regular hydrant flushing program** to help clean and maintain the water distribution mains.
5. **Develop and utilize a “Records” management system** utilizing our Cartegraph and ArcGIS systems for service line information as well as inventory management.
6. **Add additional line valves throughout the system** as needed to allow for system operations.
7. **Develop a Fire Hydrant re-painting program** and regular schedule. We have done this with contractors in the past but have recently had difficulty finding one that can perform the removal of the old paint. We will continue to pursue this.

**WWTP:**

1. Add an additional employee to comply with EGLE requirements. New employee will assist with plant and grounds maintenance and operations. This group will eventually take on the responsibility for the maintenance and operations of the City’s sanitary sewer pump stations also.
2. Master Plan with OHM to assist in determining capacity requirements and potential improvements or modifications to minimize or reduce the need for and equalization/detention basin.
3. Continue plant maintenance and equipment upgrades.

**Regular Duties of**

**Department of Public Services Personnel**

**DPW** (4 regular, 4-5 seasonal)

- Brush pickup
- Bag pickup
- Bulk Loose-leaf pickup (Fall)
- Cemetery maintenance

- Street sweeping
- Pothole patching
- Weed spraying
- Flower watering
- Flowerpot set up and removal
- Snowplowing and pile removal
- Street salting
- Gravel road maintenance
- Sign maintenance
- Parks maintenance
  - Structure upkeep
  - Trash pickup
  - Lawn maintenance
  - Boat launch, install and removal
- City facilities maintenance
  - Lawn maintenance
  - Minor maintenance as required/requested
- Right of Way maintenance (mowing) and repair
  - Sewer backups, jetting and clearing

**Electric (4 regular)**

- Streetlight maintenance
- Banner installation and removal
- Daily dam operations and inspections
  - Air Quality (MDEQ) reporting and inspections
  - FERC reporting and inspections
  - Line clearing maintenance

**Water (2 regular)**

- Water testing and reporting
- Meter installation and removing
- Pump station (4 total) metering and documentation for monthly billing
- Pump station (4 total) maintenance
- Grave opening and closings
- Construction/installation of gravesite foundations
- Monitor City well sites until final closure
- Municipal pool opening and closing
- Hydrant & Valve operations

**WWTP (2 regular, MDEQ requires 3)**

- Monitor and maintain daily flows thru plant
- NPDES reporting and inspections with MDEQ

**All Departments**

- MISS DIG requests for St. Louis plus Pine River and Bethany Townships
- Equipment maintenance
- Vehicle maintenance

Citizen requests  
Citizen notifications and shutoffs  
Ongoing Training and certifications for licensing

This is the typical annual duties of the employees of the DPW, Water, Electric Departments and WWTP and the number of employees in each department currently.

A “standard work year” is 52 weeks and typically assumed to be 40 hours per week. This provides us with 2080 hours of “work” time per fulltime employee. But we also must exclude from these regular hours the annual holidays, allotted personal time, and earned vacation time.

The City provides, per Union contract, twelve holidays, 5 personal days and on average 3 weeks of vacation. These days equal 256 hours of paid time office, not including sick time if needed. That leaves only 1824 hours of work time (228 days) available per employee.

**Public Comments.**

There were no comments.

**Adjournment.**

Moved by Kubin, supported by Leonard, to adjourn at 11:50 a.m. All ayes carried the motion.

Bobbie Marr, Deputy Clerk