



City Manager's Report: October 14, 2021

OPERATIONS

- November 2, 2021 - Special Election Update:
 - We currently have issued 1,356 Absentee Ballots and have received 641 ballots back.
 - With a goal of educating the voter on the ballot issue with a minimal budget, staff has completed the following:
 - Mailed an informational card on the ballot to all registered voters directing them to the website or phone number for inquiries. Staff is responding to questions and updating website FAQ regularly.
 - Scheduled or held four educational and feedback meetings held at various times over different platforms.
 - Regularly posted information on Facebook, achieving active engagement (averaging 300 per post) and impressions (ranging from 600-4,500 per post). All posts refer users to the website FAQ page for more information.
 - As discussed at the last meeting, Council is encouraged to distribute educational information and discuss the facts of the issue with constituents. If using City resources (copies/ materials/ locations/ email), information can only be provided to educate voter and not persuade them to vote a certain way. Staff can provide additional copies of materials, upon request.
- The City was awarded the 2022 Source Water Protection Grant in the amount of \$3,000 to fund our Wellhead Protection initiative through public outreach and other related tasks.

Staffing Updates:

- Open Positions: Seasonal Part-Time Crossing Guards – Open Until Filled. Full-time Laborer- Position was reposted internally and closed October 14, 2021.
- New Hire: Donna “Vicki” McCurdy was hired a Seasonal Part-Time Crossing Guard effective October 14, 2021.

LARGE CITY PROJECTS

FY 2020-2021 CARRYOVER DUE TO TIMING			
Project	Project Name/Description	Status	Completed
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2017-U23	Well No. 6 Rebuild	Completed and back in service.	October
2018-U32	South Water Tower Repair	Completed and tower is back in service.	October
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2017-P8	Laylin Park - Phase II	Pathway and sidewalk completed; bids for pavilion and design for signs, in progress.	
2020-P5	Jefferson St – RR Pedestrian Crossing	Railroad work complete, Concrete/ asphalt -Oct	
2020-P8	Rayner Park- Master Park Plan	In progress, anticipated completion winter	
BUILDING, PROPERTY, EQUIPMENT (B)			
2018-B14	Fire Rehab 815 Replacement	Anticipate delivery 3rd quarter FY 21/22	
2019-B2a	City Hall – Phase I Design and Security	Security complete- work space eval in progress	
2020-B4a	DPW- Design	Staff is working on finalizing design.	

FY 2021-2022			
Project	Project Name/Description	Status	Completed
STREETS, SIDEWALKS, SIGNALS(S)			
2017-S23	Rayner St – Randolph St to Columbia St	Completed	July

2017-S24	Eugenia Dr – Northbrook St to End	Base layer of asphalt down. Final layer to be completed by October	
2017-S25	Hall Blvd – Ash St to South St	Concrete work scheduled for Week of Oct 18	
2017-S26	Columbia St – Park St to Jefferson St	Completed	July
2019-S9b	Signal at E. Maple & S. Jefferson	DDA reviewed, acquiring quotes for Council	
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2017-U15	Replace Hydrants and Mason Plaza	Anticipated to be completed by Nov.	
2017-U34	Well No. 5 Rebuild	In progress	
2019-U3a	Wastewater Treatment Plant – Design	Staff conducting final review of RFP, anticipate publishing next week	
2021-U1	WTP- High-Pressure Pump VFD	Staff developing RFP	
2021-U2	WTP- Replacement of Valves	Staff developing RFP	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2020-P3	Hayhoe Riverwalk Trail – Eval. & Repair	Grant submitted	
2020-P6, 2020-P12, 2020-P13, 2020-P14	Lee Austin Park- Plan/Design Bond Park - Plan/Design Griffin Park - Plan/Design Hayes Park - Plan/Design	In progress, anticipated completion Winter	
2020-P11	Rayner Park- Phase 1 Construction	Awaiting DNR funding response in 3 rd quarter	
MOTOR VEHICLE POOL (MVP)			
2017-MVP22	Vehicle No. 83	Police	Anticipated third quarter of FY 21-22
2017-MVP23	Vehicle No. 21	Cemetery/ Parks	Anticipated 2nd quarter of FY 21-22
2017-MVP27	Vehicle No. 86	Police	Vehicle being outfitted with equipment. Expected to be in service by November 24
2017-MVP24	Vehicle No. 59	Cemetery/ Parks	Anticipated 2nd quarter of FY 21-22
BUILDING, PROPERTY, EQUIPMENT (B)			
2017-B5b	Building: Library Phase 1, Part 1	Bid posted; Proposals due Dec. 7	
2017-B7	Building: Parking Lot Repairs	Working on addressing punch list.	
2017-B10	Fire: Furnace/AC, Office & Training Area	Anticipated 2nd quarter of FY 21-22	
2017-B11	Fire: Washing Machine	Anticipated 2nd quarter of FY 21-22	
2018-B15	Fire: Sprinkler System in Truck Bay	Anticipated 2nd quarter of FY 21-22	
2018-B16	Fire: Station 1- Rear Approach	Working on addressing punch list.	
2018-B21	Police: Interview Rm Recording System	Anticipated 3rd quarter of FY 21-22	
2018-B23	Planning: Master Plan/Zoning Update	In progress; Joint CC/PC mtg scheduled for Nov 16 @ 6:30 p.m.	
2018-B24	Building: Rental Furniture Replacement	Anticipated 3rd quarter of FY 21-22	
2019-B2b	Building: City Hall Renovations	Anticipated 3rd quarter of FY 21-22	
2019-B3	Clerk: Laserfiche Avante Upgrade	Anticipated 2nd quarter of FY 21-22	
2020-B4b	Public Works Facility Construction	Need to complete CIP: 2020-B4a	

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

Project Name	Status
BUILDING PERMITS – COMMERCIAL PROJECTS (listed only once when active)	
100 E. Ash: Howard Hanna PENDING	Building permit for new sign is pending HDC approval. HDC meeting will take place Oct 18 at 6:00pm.
440 S. Jefferson: Bad Brew PENDING	Zoning & Building permits received to install free standing commercial kitchen on concrete pad. Site plan review approved by Planning Commission on Oct 12. Building permit pending HDC approval; meeting scheduled Oct 18, 6pm.
121 W Maple St APPROVED	Administrative approval granted for new business opening; awning maintenance.