



Memorandum

Office of the Village Manager

TO: Honorable President Howlett and Village Council
FROM: Darwin D. P. McClary, Village Manager
DATE: September 12, 2022

RE: **VILLAGE MANAGER'S REPORT**

CODE ENFORCEMENT

Interim Police Chief Bartus has begun ordinance enforcement activities on a complaint-driven basis. The Police Department is now responsible for all code enforcement activities and will coordinate with other departments of the village as necessary

WATER BILLING CORRECTIVE ACTION PLAN

As council is aware, the village has been experiencing issues with generating accurate utility bills for some customers. The problems stem from the following:

1. More than 80 water meters and MX units (outside readers) are nonfunctional and need to be replaced.
2. A small number of properties have the old style radio read meters that require DPW staff to go up to the building to obtain readings.
3. Approximately 10 properties require manual reads from inside the buildings, thereby requiring coordination with property owners to access the meters or readings submitted by the property owners.

Village staff will be undertaking the following actions over the next few months to clean up the utility billing and collection process:

1. Identifying properties with inoperable meters and MX units (this work has already been completed).
2. Purchasing a supply of meters and MX units to replace inoperable or outdated units.
3. Obtaining price quotes from qualified contractors to remove and replace the 80+ inoperable meters and MX units and radio read units and engaging the services of one or more contractors to coordinate this work with property owners and the village.
4. Communicate and coordinate with those property owners without outside readers to establish a systematic process for obtaining quarterly meter readings.
5. Establish a fair, uniform, and consistent policy on shutting off water service to those customers who are delinquent on payment of utility bills.
6. Work with village council to migrate away from charging individual customers for meter and MX unit replacements to a quarterly meter charge that will cover the expense of meter and MX unit replacements.

DPW LABORER POSITION

I have rehired Joshua Fletcher as a permanent, full-time DPW Laborer I for the Department of Public Works. Mr. Fletcher's first day of work was Thursday, August 11, 2022.

PUBLIC WORKS EMPLOYEE UNION

Now that the village is employing two full-time public works laborers, we are required to begin negotiations with the AFSCME Local 214 union. I am currently working with the union to schedule a date for initial collective bargaining ground rules discussion. I will be requesting that council convene in closed session to discuss initial employer proposals.

SKATE RAMP REPLACEMENT PROJECT

The skate ramp replacement in Veterans Memorial Park is scheduled to begin on Thursday, September 15. The old equipment was advertised for sale and sold to the City of Bad Axe for \$500. The city removed the equipment this past weekend, and the concrete pad is being prepped for the new equipment. This project is part of the county park grant the village received.

VOLLEYBALL COURT IMPROVEMENTS

Brian Mason is completing the improvement to the volleyball courts in accordance with the county park grant, including expanding the court to regulation size and installing a new liner and sand. The work should be completed shortly.

2022 STREET REPAIRS

I will be seeking price quotes from qualified local contractors this week for the 2022 street repairs and will ask council to hold a special meeting to approve a contract.

2022 DPW DUMP/SALT/PLOW TRUCK

I have been able to confirm that the new DPW truck is scheduled for build by Tri-County International Trucks on January 9, 2023. It will take about two weeks to complete the build, and then the truck will be shipped to Truck & Trailer Specialties for the installation of the dump bed, V-box, salt spreader, and other accessories. The installation of the accessories will take approximately eight weeks. It is very likely that we will not have this equipment in service for Winter 2022/23 and will need to have back up support for snow removal as needed. I will work with DPW staff to accomplish this. Council approved a budget of \$185,000 in July 2021 for this purchase.

BANK ACCOUNTS

I am exploring options for bringing the village's bank accounts back to one of our local banks and will be meeting with The State Bank tomorrow to discuss their sweep account offerings. Eaton Community Bank informed me that they should be able to offer sweep accounts around the beginning of next year.

UPCOMING EVENTS

The following activities and events are coming up over the next few weeks:

- OPEN AIR MARKET – Fridays from 4:00 PM to 7:00 PM through October 28 in the township square
- PLANNING COMMISSION MEETING – Thursday, September 15, 2022, 6:30 PM
- SAESA BOARD MEETING – Wednesday, September 14, 2022, 7:00 PM
- STOCKBRIDGE DDA BOARD MEETING – Thursday, September 22, 2022, 6:15 PM
- VILLAGE COUNCIL REGULAR MEETING – Monday, October 3, 2022, 7:00 PM