

MANAGER'S NEWSLETTER

January 6, 2017

LIBRARY

The library has started a new initiative, called the Big Rapids **Let's Read Program**, (Library Enriching Teachers and Students As Reading Education Advocates). The librarians have been talking to teachers at their staff meetings, where the new program is explained and information on how it works is handed out. Additionally, we showcase accessing the "free" Michigan Electronic Library (MeL) that provides numerous resources for teachers, students and people of all ages, through grants administered by the Library of Michigan for all Michigan residents. To-date, Miriam and Chris have presented the program to the teachers at the Big Rapids Middle School, Charter Crossroads Elementary School, and Charter Crossroads Middle/High School. Within the next few weeks, a presentation will be given to the teachers at all the other schools in Big Rapids.

PUBLIC SAFETY

- In the past week, the Police Division responded to 59 calls for service. Over the past year, the department took 53 fewer calls than 2015. Of these, violent and property crimes have reduced.
- In the past week, the Fire Division responded to 18 calls for service. On Wednesday, Firefighter Sean Wethington taught a group from WISE on CPR.

CODE ENFORCEMENT ACTIVITIES

Violations:

- | | |
|-----------------------------|--------------------------|
| (2) Blight | (8) Disabled Vehicles |
| (1) Furniture | (1) Garbage & Rubbish |
| (9) Parking | (4) Property Maintenance |
| (2) Uninhabitable Dwellings | |

PUBLIC WORKS ACTIVITIES

DIAL-A-RIDE

294 Adult Riders - (\$2.00 Fare)

255 Children Riders - (\$1.00 Fare)

1461 (\$1.00 Fare) - Seniors (229) and Disabled (1732) passengers of which 405 used the wheelchair lift to board

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

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

NO Safe Riders – Ferris is on winter break. Free rides from local establishments to anyone in the community on Thursday, Friday and Saturday nights 12:00 am to 2:30 am.

NO 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', Arts and Science, 7:30 am -7:00 pm

2,134 Total Passengers

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

DPW: STREETS

Safety Topic: “The Danger of Hidden Openings”

- Plowed snow – Streets, alleys, sidewalks, parking lots, airport
- Cleaned up snow dump area twice
- Repaired water leak on Chestnut Str. and River Str.
- Opened ice rink
- Cleaned trucks and equipment from water leak work
- Hauled tables and chairs back from Fire Hall
- Trimmed branches
- Repaired watermain on River Str. and Lilac Ave.
- Repaired watermain on 700 Winter Ave.
- Hauled snow from parking lots
- Repaired signs
- Painted office in City Hall
- Moved office furniture in City Hall
- Cleaned up downtown and eastside snow
- Sanded and salted
- Plowed turn-arounds
- Cleaned drains
- Checked and jetted sewers per normal daily and call ins

DPW: PARKS

- Picked up trash downtown and in parks
- Cleaning and maintaining City Hall public restroom
- Assisted with snow removal; plowing & clearing sidewalks

DPW: MOTOR POOL

- Staff vehicles & Miscellaneous Equipment:
 - 101 dump truck; installed new amber/green rear lights and replaced top light
 - 102 dump truck; replaced exhaust pipe to muffler. Removed batteries and rust from battery box and painted
 - Replaced both batteries and repaired hold-downs. Installed new amber/green lights in the rear
 - 104 dump truck; replaced engine oil cooler and front plow mount
 - Replaced 4 sets of underbody scraper blades

- 208 truck; did a tune-up, replaced plugs, wires, cap and rotor. Replaced both door hinge pins and bushings. Replaced passenger door handle and latch.
- Replaced rear tires
- 227 new truck prep; installed top light, safety equipment and stickers.
- 300 backhoe; replaced right side window glass
- 306 tractor; repaired all exterior lights and fix hood release
- Police & Fire Vehicles:
 - 402 police car; serviced
 - 404 police car; serviced and replaced tires

MAIN MAINTENANCE

- MISS Digs
- Miscellaneous reads
- Assisted with snow removal; plowing

WATER PLANT

Safety topic: “Vehicle Safety: Check, Inspect, Drive!”

- Plowed snow.
- Ran customer samples.
- Worked with Layne out at well field.
- Collected samples for well #4 to be put back in service after repairs were made.
- Answered call in for State Street Generator.
- Continued painting downstairs at the plant.
- Answered call in for high level at Bjornson tower.
- Replaced faulty asco valve at Bjornson tower. This valve helps control the level in the tower.
- Checked generators.
- Calibrated chlorine analyzer at the plant splitting chamber.

WWTP

- The Plant looks good overall, but foam growth continues to hang on in the basins.
- Ordered and received parts to rebuild the second of two STP Moyno pumps.
- The new Ford Plant truck with plow was received and placed into service.
- Jay Norris finished conduit and hard-wiring for the new plant influent flow sensor.
- A new min/max thermometer was installed in the Headworks Building influent channel.
- The Storm Water Pollution Prevention Plan (SWPPP) 2016 Annual Report was uploaded to MI Waters and submitted to the DEQ.
- U.V. Channel # 2 bulbs and racks were cleaned and placed back into service.
- The Headworks make-up air furnace failed. A replacement belt solved the problem.
- Changed compressor oil and cleaned the sight glass in # 2 Digester Blower.
- Cleaned all the D.O. probes in Aeration Basins 1, 2, 3 and 4.
- 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.

- Changed the grease jug at the base of the Screw Pumps.
- Chris Munson (Fleis & VandenBrink) assisted in de-bugging and training with our Antero Maintenance and Work Order Software.
- A corroded breaker and faulty thermostat were replaced in the Ferric Building storage room, and the electric heater unit was placed back into service.
- An under-sized electric heater unit in the Ferric Building pump room was removed. A larger unit was installed as a replacement, and is working great.
- Cleaning, housekeeping and snow-removal work continues in and around the Plant.

Stephen Sobers, City Manager

MANAGER'S NEWSLETTER

JANUARY 13, 2017

WASTEWATER CONTRACT WITH TOWNSHIPS

Mark Gifford and Aaron Kuhn are meeting as a subcommittee with Township Supervisors and the Mayor to draft the specific language for the needed renewal of the Wastewater contract which expires at the end of 2017. The goal of the committee is to complete the work by July. Eric Williams and Dave Cushway are working on definitions to be included in this document.

TRANSITION

Mark Gifford has been meeting with employees and community personnel to gain insight into the management position and to prepare for decisions to come. Heather Bowman has also been spending time at the water and wastewater plants gaining personal experience in their operation. There remains two weeks in this process before the full transition has been completed.

ELECTION AUDIT

The State of Michigan routinely conducts random post-election audits. This year the City of Big Rapids, Precinct 3 was selected for the audit. Some background data was gathered ahead of time – other data was an on-site review of the election bags of ballots, procedures of operation and the paperwork of election day. After two hours of exhausting on site review, the City is most happy to have received a 'perfectly handled' election audit opinion. Thank you, Tammy and Jennifer, for a job well done.

MEDC GRANT

The "ICE" grant, that the City narrowly missed in 2016, which was to repair the water main and Ives Street is again being offered on a competitive basis from the State of Michigan. This year's program would fund projects up to \$2 million. Training for the grant application was held this past week in Newago. The City expects to file an application this year and is hopeful since the 2016 application was very close on the funding list last year.

BUDGET

It is budget season again! Department heads are completing their submissions for projects which will be reviewed by staff and Planning Commission members before coming to the City Treasurer for inclusion in the 2017 budget.

PART TIME RECREATION

Steve Sobers retirement has resulted in personnel moving to different management responsibilities. Mark Gifford vacated the DPW Director position which has been filled by Recreation Director Heather Bowman. At least, temporarily, her position will be filled on a part time basis and that opportunity is being advertised.

PUBLIC SAFETY

- In the past week, the Police Division responded to 60 calls for service. The sergeants continue to work on revising the department's policy and procedure manual.
- In the past week, the Fire Division responded to 20 calls for service.
- On Monday, April Decator began her job as the department's administrative secretary.

PARKS & RECREATION

- Coed Volleyball begins this weekend.
- Back to the Bricks planning committee is preparing for the large event on June 10.
- Daddy Daughter Dance is scheduled for Feb. 10. Planning for this event is underway.
- Attended MEDC strategic community development meeting.
- Attended Recreation Authority meeting.

PUBLIC WORKS ACTIVITIES

DIAL-A-RIDE

171 Adult Riders - (\$2.00 Fare)

230 Children Riders - (\$1.00 Fare)

894 (\$1.00 Fare) - Seniors (229) and Disabled (1732) passengers of which 405 used the wheelchair lift to board

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

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

NO 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.

NO 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', Arts and Science, 7:30am -7:00pm

1,372 Total Passengers

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

DPW: STREETS

- Plowed snow – streets, alleys, sidewalks, parking lots, airport
- Sanded and salted – streets, alleys, sidewalks, parking lots, airport
- Hauled snow from parking lots
- Repaired a light and some window trim at the Library
- Fixed a couple of mailboxes
- Removed the downtown Christmas tree

- Cleaned the downtown; pulled snow to the middle of Michigan Ave and hauled away
- Filled many potholes
- Cleaned trucks and equipment
- Picked up Christmas trees from residences
- Cleaned drains
- Checked and jetted sewers per normal daily and call ins

DPW: PARKS

- Picked up trash downtown and in parks
- Cleaning and maintaining City Hall public restroom
- Assisted with snow removal, plowing & clearing sidewalks

MAIN MAINTENANCE

- MISS Digs
- Miscellaneous reads
- Assisted with snow removal; plowing

WATER PLANT

Safety topic: “Weld Well to End Well”

- Plowed snow.
- Ran customer samples.
- Made Lab reagents.
- Put a coat of wax on floors at the plant; main hallway, lab, control room, and kitchen.
- Buffed all freshly waxed floors.
- Continued painting downstairs at the plant.
- Replaced faulty battery at the H.M.C. generator.
- Performed QA/QC on R.O. unit in the Lab.
- Checked generators.
- Repaired leaking faucet in Lab sink.

Stephen Sobers, City Manager

MANAGER'S NEWSLETTER

JANUARY 27, 2017

STEVE SOBERS RETIREMENT

After nearly 14 years of excellent service to the City, Steve Sobers served his last day on January 27th with a reception at City Hall. Steve and Helen are beloved people in the community and we all wish them the best as they embark on a new chapter of their lives.

CITIZENS POLICE ACADEMY (CPA)

A new session of the Citizens Police Academy started on the 25th. This session is expanded to include the Fire Division and will run for 7 more weeks. The meetings are Wednesday nights from 6 pm to 9 pm. Eight citizens were in attendance and enjoyed very informative discussions with Deputy Director Steve Schroeder, Sgt. Liz West and former Director Kevin Courtney. The CPA is a great opportunity to gain a better understanding of operations of the Department of Public Safety.

RESIDENTIAL CROSS CONNECTION

The State of Michigan is requiring that the City expand the existing cross connection program that is in place for commercial and industrial properties, to residential customers. The cross-connection program exists to protect the City water supply from potential contamination. Residents will see information material on this program in their water bills over the next few months. The focus of the residential program will begin with properties that have irrigation systems.

FESTIVAL OF THE ARTS

The 10th Annual Festival of the Arts begins on Saturday (28th) and will run through all of February. There are many exciting opportunities to experience the arts in wide variety of ways. Booklets detailing the Festival are available across the community and at City Hall. Details can also be found on the Festival website www.brfota.org.

WASTEWATER CONTRACT WITH TOWNSHIPS

The Mayor and Staff continue to meet with Township Supervisors Bob Baldwin and Bill Stanek to discuss the renewal of their Wastewater contracts. The meetings have been very productive to date. Cooperation and honest discussions are keeping the process moving nicely. The hope is to have new contracts in place by early summer.

PUBLIC SAFETY

During the past week, the Police Division responded to 80 complaints. The most significant event was last Friday where a subject was stabbed by his brother. The suspect fled the scene. Officers had a cordon set up around the area of Katke Golf Course. After approximately an hour, the subject was

located and arrested. The Police Division was assisted by Mecosta County Sheriff's Dept. and Ferris Public Safety.

The sector policing started over the weekend. Officers have made contact with several residents thus far.

The Fire Division responded to 18 Calls for service last week:

- 16 Medical calls
- 1 Fire Alarm (a steam line failed) Plastics Building at Ferris
- 1 Hazardous materials response to Spectrum Health Big Rapids (gasoline leak)

PUBLIC WORKS ACTIVITIES

DIAL-A-RIDE

Numbers lower again this week due to no school for 2 days due to icy conditions.

199 Adult Riders - (\$2.00 Fare)

271 Children Riders - (\$1.00 Fare)

749 (\$1.00 Fare) - Seniors (86) and Disabled (663) passengers of which 171 used the wheelchair lift to board

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

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

40 Safe Riders – Free rides from local establishments to anyone in the community on Thursday, Friday and Saturday nights 12:00am to 2:30am.

1,764 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', Arts and Science, 7:30am -7:00pm

3,152 Total Passengers

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

DPW: STREETS

Safety Topic: "Winter Slip Prevention"

- Plowed, sanded and salted – streets, alleys, sidewalks, parking lots, airport
- Filled potholes
- Cleaned drains

- Read meters
- Washed trucks
- Picked up Christmas trees
- Moved offices around City Hall
- Repaired water service at 1113 Platt Ave
- Checked and jetted sewers per normal daily and call ins

DPW: PARKS

- Fixed some picnic tables
- Trimmed some trees on the sidewalks to clear for plowing
- Picked up trash downtown and in parks
- Cleaning and maintaining City Hall public restroom

MOTOR POOL

- Staff vehicles & Miscellaneous Equipment:
 - 101 dump truck, replaced exhaust pipe
 - 203 pickup truck, replaced transmission, flywheel, trans mount and all 4 drive shaft U-Joints. Repaired the exhaust manifold bolts.
 - 208 truck, replaced exhaust gas recirculation valve and replaced some lights
 - 221 pickup truck, repaired exhaust manifold leak, repaired front plow mount and replaced top rotating light
 - 307 tractor, rebuilt front plow pivot joint and replaced starter solenoid
 - 414, serviced
 - 416, serviced
- Police & Fire Vehicles:
 - 401, replaced alternator and battery
 - 403, repaired driver's window track, and replaced battery
 - 404, serviced
 - 409, serviced and repaired leaky tire. Diagnosed and replaced variable valve timing solenoid
- Busses:
 - 901 replaced wiper blades and serviced wheelchair lift
 - 906 repaired drivers dome light switch. Adjusted parking brake
 - 909 serviced and did a safety inspection. Serviced wheelchair lift and adjusted

MAIN MAINTENANCE

- MISS Digs
- Miscellaneous reads

Mark Gifford
City Manager

MANAGER'S NEWSLETTER

February 3, 2017

LIBRARY

The Library was the venue for two different events connected to the Festival of the Arts programs this past week. February 1st brought us “Legos in the Library” with FSU’s American Institute of Architectural students. This program allowed residents the chance to build some of the cultural icons of our biggest cities out of one of our favorite toys. These “buildings” will be on display at the library throughout the month of February. Stop in and take a look.

On February 2nd, the Library hosted the foreign film “Blind Chance”. This movie is like 3 stories in one. A look at how someone’s life could be changed with just one small change in your day. What if you had missed that bus? Won the lotto? How would your life be different now?

Also on February 1st, The Library held Storytime at the Department of Public Safety Building. The children and their parents always have fun there, interacting with our safety personnel.

This Friday at our Movie Makeover Event, The Library is hosting the film “BFG”. Movie Makeover is a program that one week will show a movie version when it first came out, and the following week an updated version for comparison. This is an interesting way to see how movie making and storytelling has changed over the years. The movie starts at 6 p.m. tonight. Bring the kids and enjoy the show.

PUBLIC SAFETY

The Police Division responded to 72 calls for service over the past week. There was nothing of significance to report. Both Sergeants Jeff Hauger and Scott Paquette have been away at supervisory training this past week.

The Fire Division responded to 15 calls for service the past week. The firefighters had training on Wednesday. Training consisted of new harnesses and how to install them, officer down and ladder techniques to be used in the event of a rescue or fire.

This past week Director Jim Eddinger, FSU DPS Director Bruce Borkovich and Detective Brian Miller all presented to the Citizen Police Academy class.

CODE ENFORCEMENT ACTIVITIES

Violations:

- | | |
|---------------|--------------------------|
| (5) Blight | (4) Disabled Vehicles |
| (1) Furniture | (7) Garbage & Rubbish |
| (2) Parking | (2) Property Maintenance |

PUBLIC WORKS ACTIVITIES

DIAL-A-RIDE

215 Adult Riders - (\$2.00 Fare)

406 Children Riders - (\$1.00 Fare) - No School Tuesday and Wednesday

779 (\$1.00 Fare) - Seniors (102) and Disabled (677) passengers of which 190 used the wheelchair lift to board

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

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

92 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)

2,284 Ferris Shuttle Bus – NO CLASSES on Monday Jan 16, - East Campus Mailbox, Lot 28, Allied Health, Campus Community Center, Lot 4, Rock Cafe, Lot 50, Arts and Science, 7:30am -7:00pm

3,889 Total Passengers

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

DPW: STREETS

Safety Topic: Three Point Rule: Avoid Falls

- Sanded and salted streets and parking lots and alleys 4 different times
- Patched pot holes
- Picked up tables from Ferris for Art Works and took them back to Ferris
- Took ladders to Art Works
- Fixed water patches
- Fixed lights at Parkview parking lots
- Hauled snow from parking lots
- Plowed snow in streets, parking lots, alleys and airport
- Fixed lights at City Hall
- Picked up Christmas trees

MOTOR POOL

- 1-4 fire truck, replaced front hub seals

Dump trucks-

- Replaced 6 sets of underbody blades and repaired 1 underbody mount
- Swapped 4 sets of underbody blades to ice blades
- Repaired some wiring to rear tail lights.
- Repaired a transmission shift problem
- Replaced a Leakey turbo oil feed tube

Pickup trucks-

- 201, replaced front plow lights
- 212, serviced. Replaced fuel filter and rear brake caliper and pads. Replaced front upper and lower ball joints
- 214, serviced
- 223, serviced
- 226, serviced

- 305 Backhoe, replaced wiring and foot control to hydro hammer
- 307 Tractor, replaced starter solenoid
- 309 Asphalt Box, replaced combustion chamber, flue and fuel filter
- 318 Sewer jet, replaced battery

- 401 police car, serviced and replaced wiring to the ABS sensors
- 404 police car, delivered to dealer for warranty work
- 414 staff car, service car to replace wipers

Busses-

- 903, did a grease job and replaced rear heater blower motors
- 904, diagnosed fuel system found water in fuel. Serviced and did a safety inspection. Serviced wheelchair lift
- 905, did a grease service

MAIN MAINTENANCE

- MISS Digs
- Miscellaneous reads

WATER PLANT

Safety topic: Powerful Protection from PPE.

- Checked generators.
- Checked cathodic protection.
- Mopped main hallway and lab floors.
- Painted in the high service pump room.
- Replaced packing in high service pump #4 as it was worn out.
- Plowed snow.
- Made lab reagents.
- Worked with Michigan Cat and Cummins Bridgeway to repair the no start condition at the State Street booster station generator.
- Buffed the floor in the main hallway at the plant.
- Replaced faulty motor in the fluoride feed pump.
- Ran customer samples.
- Worked with Jay Norris and Craig Brockette with the startup of our new SCADA system.
- Worked with Integrated Controls as they begin the VFD project at the State Street booster station.

Mark Gifford
City Manager

MANAGER'S NEWSLETTER

February 10, 2017

BRYNN CHESEBRO

Brynn has started work as the part-time recreation coordinator for the City. She has education and experience in the field of recreation and we are excited to have her as part of the team. In addition to the role of recreation coordinator, she will be the Farmers' Market Master. Mary Bechaz was the Market Master last year and has chosen not to continue in that role.

LEAD/COPPER SAMPLING

The DEQ has changed how communities sample for lead and copper in the water system. In previous years, samples have been analyzed from 30 homes and businesses throughout the community once a year. Starting in 2017, the requirement is to sample from 60 homes and businesses two times during the year.

CAPITAL IMPROVEMENT PROJECTS (CIP)

CIP Planning is underway in preparation of the 2017/18 budget. Mark Sweppenheiser attended CIP training offered by the State to ensure that our CIP Plan meets the requirements of the State. This is the first year that the Michigan Economic Development Corporation is requiring that an CIP Plan be a part of all grant applications. Our CIP Plan now must be for 6 years. Members of the Planning Commission have helped staff review and rank requests and their time and efforts are very much appreciated.

CLAY CLIFFS PRESENTATION AT BIG RAPIDS TOWNSHIP MEETING

Mayor Warba gave a presentation at the Big Rapids Township meeting on Tuesday, February 7, 2017. This was in regards to the incorporation of the Clay Cliffs Nature Area into the City limits. The Township Supervisors and Trustees asked a number of questions and indicated that they will be discussing the issue further within the next 60 days.

LIBRARY

The Library's involvement with the Festival of the Arts continues. Thursday, February 9th was "An Evening with Fred Astaire and Ginger Rogers" presented by Barbara Pillsbury. Great movie clips, with lots of fun stories revolving around these movies that Barbara shared.

Also as part of the Festival of the Arts was the architectural presentation on the 3-D free software "Sketch-Up". This was a wonderful hands-on opportunity to use the software on the library's public computers.

Please mark your calendars: The Grand Opening of the Big Rapids Seed Library is Tuesday, February 28, 2017 at 6 p.m. Guest speaker is Ben Cohen, owner of Small House Farm in Sanford and the regional coordinator for eight states for Gardens Across America project. Learn about our seed library and more; refreshments will be served.

PUBLIC SAFETY

In the past week, the Police Division responded to 70 calls for service. There was nothing of significance in nature to report.

The Fire Division responded to 21 calls for service.

This week Director Eddinger and Sergeant Haynes attended the State Chief of Police Conference in Grand Rapids.

This week at the Citizen Police Academy, Mecosta County K-9 officer, Deputy Josh Reed and Callahan spoke to the group. As did Officer Lorne Juday (School Liaison), Detective Brian Miller and Sergeant Scott Paquette (Forensic Interviewing of Children) and Officer Jason Kuiawa (Dive Team).

PUBLIC WORKS ACTIVITIES

DPW: STREETS

Safety Topic: Trips and Falls

- Sanded and salted streets and parking lots
- Put ice blades on the trucks and did the gravel alleys and streets
- Filled pot holes
- Opened drains for the rain
- Repaired signs
- Painted boards for art work
- Checked and jetted sewers for call ins
- Parks
- Repaired picnic tables
- Picked up trash
- Opened bathrooms
- Painted barrels for trash

MOTOR POOL

- 102 dump truck, did a complete rear brake
- Replaced 4 sets of underbody blades
- Did 3 pickup truck oil changes
- 402 police car replaced driver's seat back pad and cover and seatbelt retainer
- 909 bus, diagnosed cool and leak, replaced fuel cooler. Diagnosed wheelchair lift not working, found bridging switch out of adjustment also replaced tower 1nd 2 micro switches and adjusted

MAIN MAINTENANCE

- MISS Digs
- Miscellaneous reads

WASTEWATER PLANT

- The Plant looks good overall, but foamy biological growth is still a problem on our aeration basins. Testing details have been worked out and chlorination is in-progress.
- Performed weekly lift station checks at North State, Waterloo, Novak, Tioga and County.
- Checked and zeroed L.E.L. sensors in the Headworks and Grease/Grit Buildings.
- Replaced battery back-up module in Digester Room SCADA panel.
- Replaced a pump hose in the aeration influent composite sampler.
- Receiving lots of completed forms, in response to our IPP NDU survey of businesses. We have also received many phone questions and requests for assistance with these forms.
- Drained dark-colored compressor oil from Digester Blower #3, refilled with new oil, and changed the inlet air filter. The air filter CIP upgrade should solve this problem.
- Ordered additional replacement filters and compressor oil for our Digester Blowers.
- Plowing, shoveling and de-icing at Plant. We assisted DPW with snow plowing. Also, using deicer on our final clarifier skimmer beaches to prevent freeze-up and alarms.
- Completed and submitted 7 Capital Improvement Projects for budget-year 2017-18.
- Completed and submitted a 6-year Capital Improvement Projects plan, with 10 additional projects for budget years 2018 through 2023.
- Met with Consumers Energy to discuss their incentive programs for energy-saving projects here at the Plant.
- Scheduled a visit with Chris at Medler Electric, to explore LED lighting upgrades.
- Ordered a 275-Gallon tote of Aries Tek polymer.
- Prepared a cover letter, brochure and 2,500 copies of each, for the Cross-Connection Prevention Program mailing, which went out with the February water bills.

Mark Gifford
City Manager

MANAGER'S NEWSLETTER

February 17, 2017

SKATE PARK

Heather Bowman organized an informational meeting to discuss the potential of building a skate park in Big Rapids. Local business owner, Bryan Galloup has spurred renewed interest in this issue. The meeting was very well attended including, Ferris students, Park and Rec Board Members, business owners and many others. The group will continue to meet monthly to determine if a skate park project could be a reality in Big Rapids.

DOWNTOWN THEATRE

The transfer of ownership from Carmike to AMC is complete. Staff along with the Downtown Business Recruitment/Retention Committee has been in contact with AMC to encourage investment in the Theatre at its current location. The Theatre is an anchor business for the Downtown and considerable effort is being given to see the property improved.

ICE GRANT ANNOUNCED

State of Michigan's Community Development Block Grant (CDBG) Infrastructure Capacity Enhancement (ICE) program. The CDBG ICE program was announced this week with a deadline of April 7th. The targeted project is the replacement of watermain on Ives Ave. from Magnolia to State Street and replacement of watermain on Clark Street. The maximum grant award is \$2,000,000. Staff along with Fleis and VandenBrink will be working diligently to get the application submitted. If awarded, the project would take place during the summer of 2018.

LIBRARY

Wednesday, February 22, Story teller Al Bryant will be at the library from 6 – 8 p.m. to share "The Mystery of Lizzie Borden". Who doesn't know the name of Lizzie Borden? But is there really more to her story? Al Bryant is being brought to the library as part of The Festival of the Arts.

Tuesday, February 28th, from 6 – 8 p.m., don't miss the grand opening of the Big Rapids Seed Library with Ben Cohen as the guest speaker. As the regional coordinator for the Gardens Across America project, Ben will talk about the importance of community seed banks in the U.S. and the need for all of us to take part in seed saving. Refreshments will be served.

PUBLIC SAFETY

- In the past week, the Police Division responded to 90 calls for service. There was nothing significant in nature to report.

- In the past week, the Fire Division responded to 20 calls for service. On Wednesday evening the department had a training with Part-Paid Fire on medical equipment.
- Officers continued reaching out to City residents in relation to the sector policing initiative.

PARK AND RECREATION

- Over 550 dads and daughters danced the night away at the annual Daddy Daughter Dance.
- Attended USDA Farmers Market webinar to learn better approaches to SNAP, community partnerships, outreach strategies, and education and networking opportunities.
- Met with several different instructors to better acquaint myself with recreation groups in the community.
- Planning for spring programs has begun.

PUBLIC WORKS ACTIVITIES

DIAL-A-RIDE –

243 Adult Riders - (\$2.00 Fare)

312 Children Riders - (\$1.00 Fare)

854 (\$1.00 Fare) - Seniors (130) and Disabled (724) passengers of which 191 used the wheelchair lift to board

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

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

63 Safe Riders – Free rides from local establishments to anyone in the community on Thursday, Friday and Saturday nights 12:00 am to 2:30 am.

2,409 Ferris Shuttle Bus – 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', Arts and Science, 7:30 am -7:00 pm

4,025 Total Passengers

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

DPW: STREETS –

Safety Topic: “Watch Your Step”

- Filling potholes
- Fixed signs
- Cleaned trucks
- Sanded and salted streets, alleys and parking lots
- Picked up limbs off the streets from the wind

- Painted and hung some pictures in City Hall
- Checked and jetted sewers per normal daily and call ins

DPW: PARKS –

- Picked up trash downtown and in parks
- Cleaning and maintaining City Hall public restroom

MOTOR POOL –

- Staff vehicles & Miscellaneous Equipment:
 - 208 pickup truck, diagnosed running bad, replaced distributor cap and rotor
 - Serviced 4 pickup trucks
 - Replaced 4 sets of underbody blades on dump trucks
 - 319 Toolcat, replaced front bucket hydraulic hose and fitting
 - Airport Kubota, replaced front differential assembly
- Police & Fire Vehicles:
 - 407 police truck, diagnosed no brake lights, replaced brake light switch

MAIN MAINTENANCE -

- MISS Digs

WATER TREATMENT PLANT –

Safety topic: “Handling the Load: Forklift Safety”

- Checked generators.
- Checked cathodic protection.
- Moped main hallway and lab floors.
- Painted in the high service pump room.
- Ran customer samples.
- Answered call in alarms.
- Rebuilt pilot valve assembly on high service pump #1.
- Performed maintenance on state street booster pumps.
- Opened gates at Bjornson and Perry towers for AT&T.
- Repaired the eaves at the well house as the wind had blown out part of the soffit.
- Worked with Jay and Don at the state street booster station installing VFD’s on our booster pumps.
- Calibrated chlorine analyzer at the plant influent location.
- Performed maintenance on R.O. unit in the lab.
- Miscellaneous reads

Mark Gifford
City Manager

MANAGER'S NEWSLETTER

FEBRUARY 24, 2017

PARK AND RECREATION MASTER PLAN

The Park and Recreation Master Plan was uploaded to the State completing the process of having an approved plan for Big Rapids. This is a very important document, charting the future of the City Park System. Thanks to Mark Sweppenheiser, Heather Bowman and others for their good work on this effort.

AMERICAN PUBLIC WORKS ASSOCIATION AWARD

The Michigan Chapter of the American Public Works Association notified the City that the "Industrial Park Infrastructure Improvements Project" was awarded Project of the Year in the category of: STRUCTURES \$5 MILLION TO \$25 MILLION. The City received this award for the Baldwin Street Bridge Project.

At the Michigan Chapter, Great Lakes Expo in May of this year, the Michigan Chapter will recognize this project as an award winner. In addition, the project was forwarded to the APWA National office for competition at that level. The Michigan Chapter of American Public Works Association will be holding its Great Lakes Expo at the Grand Traverse Resort in Acme, Michigan. The Awards Banquet will be held on Thursday, May 25, 2017, beginning at 6:00 pm.

ROLLER RINK

The owners of the Roller Rink contacted staff this week to discuss possibilities for the facility. It has recently been listed for sale. Ideas regarding a possible buyer or alternative future use were the focus of the conversation.

PEDESTRIAN COUNT ON WALK BRIDGE

Discussions are ongoing between Crossroads Charter Academy, MDOT and the City, regarding the future of the Walk Bridge over State Street at the Charter School. Mark Sweppenheiser is setting up a trail camera to try and get an idea of the number of pedestrians using the facility over a week-long time period.

COMMUNITY LIBRARY

The Big Rapids Community Seed Library Grand Opening is Tuesday, February 28, 2017 from 6 to 8 p.m. Guest speaker is Ben Cohen from Gardens Across America Project. Please join us and learn why having access to seeds for people to plant gardens for their food is so important. Learn about our Big Rapids Community Seed Library and enjoy refreshments and conversations with your like-minded neighbors. Starting March 1st, the Big Rapids Community Seed Library will be open. Flower, herb and vegetable seeds will be available for checkout by holders of library cards.

New this year, Community Gardens will be available at the Big Rapids Community Library. Registration forms for any of the locations are available online at bigrapidscommunitygarden.org. 4x4 plots are \$10.00, and 4x12 plots are \$25.00. You can complete the registration and make your payment with Paypal. Once

you are registered and if you want to have your plot at the community library, please call the library at 796-5234 since the library is not yet listed on the registration form.

The library is having two Virtual Reality demonstrations using Google Cardboard and your smartphone. The first session is Monday, March 6th from 3:30-4:30 p.m. Consider experiencing the 3-D guided tour of a distant land using your own smartphone or iPod touch. It will be lots of fun and a little disorienting at first, but something you don't want to miss.

Our next Movie Makeover is Friday, March 3rd at 6:00 p.m. "Tarzan: The Ape Man", the 1932 film starring Johnny Weissmuller and Maureen O'Sullivan.

PUBLIC SAFETY

In the past week, the Police Division responded to 87 calls for service. There was nothing significant in nature to report.

In the past week, the Fire Division responded to 21 calls for service. On Thursday, members trained on hydrant operations around town.

CODE ENFORCEMENT ACTIVITIES

Violations:

- | | |
|-------------------------|--------------------------|
| (4) Blight | (1) Disabled Vehicles |
| (3) Furniture | (10) Garbage & Rubbish |
| (5) Parking | (1) Permits |
| (7) Poly-cart Placement | (5) Property Maintenance |
| (1) Sidewalks / Streets | (2) Signs |

PARK AND RECREATION

- Submitted grant request to Meceola County Children's Council to benefit Girls on the Run.
- Attended Michigan Farmer's Market Association webinar on accepting SNAP at our farmer's market.
- Held Farmer's Market Board Meeting, time of the Tuesday's market has been changed to 12-5.

PUBLIC WORKS ACTIVITIES

DIAL-A-RIDE

185 Adult Riders - (\$2.00 Fare)

363 Children Riders - (\$1.00 Fare)

803 (\$1.00 Fare) - Seniors (130) and Disabled (724) passengers of which 191 used the wheelchair lift to board

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

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

96 Safe Riders – Free rides from local establishments to anyone in the community on Thursday, Friday and Saturday nights 12:00am to 2:30am.

2,346 Ferris Shuttle Bus – 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', Arts and Science, 7:30am -7:00pm

3,898 Total Passengers

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

DPW: STREETS

Safety Topic: "Working Safely Outdoors"

- Cleaned trucks
- Filled pot holes
- Graded and graveled alleys and some streets
- Repaired signs
- Located a sewer for the home owner at 405 Marion
- Fixed handicap button at library
- Took the boards to Salvation Army to be painted
- Cut brush behind the garage
- Checked and jetted sewers per normal daily and call ins

DPW: PARKS

- Picked up trash downtown and in parks
- Cleaned and maintained City Hall public restroom
- Painted tables
- Got sign posts ready to be painted for Disc Golf
- Painted barrels for trash in the parks
- Started to take down the Ice Rink

MOTOR POOL

- Staff vehicles & Miscellaneous Equipment:
 - 105 dump truck, replaced air control solenoid valve for the underbody blade
 - 225 truck, removed city decals and top light. Prepped vehicle for sale
 - 303 loader, replaced front bucket quick couplers
- Busses:
 - 901, towed back to shop and replaced starter solenoid. Serviced and did a safety inspection. Serviced the wheel chair lift. Replaced both rear heater motors.
 - 901, repaired bumper damage and replaced head lamp assembly
 - 905, diagnosed engine and charging problems, replaced fuel pressure sensor and wire harness. Replaced alternator
 - 908, serviced and did a safety inspection. Serviced the wheel chair lift. replaced both rear heater motors.
 - 909, did a grease service, replaced parking brake shoes. Serviced wheel chair lift.

MAIN MAINTENANCE

- MISS Digs

WATER TREATMENT PLANT

Safety topic: “Avoiding Slips and Trips”

- Checked generators.
- Ran customer samples.
- Mopped main hallway and lab floors.
- Repaired leak on high service pump #1.
- Worked with Peerless Midwest with our annual well flow tests.

Mark Gifford
City Manager

MANAGER'S NEWSLETTER

MARCH 3, 2017

INDUSTRY VISITS

Annual visits to businesses in the City's Industrial Park began this week. Jim Sandy, Mecosta County Development Corporation, organizes the visits and includes the City Manager, Bill Kratz from the Michigan Economic Development Corporation, Jon Eppley from Michigan Works, Jennifer Heinzman from the Chamber and Steve Locke from the Mecosta Osceola Intermediate School District. Close contact with the community's industry leaders is vital to the success of Big Rapids and Mecosta County.

CAPITAL IMPROVEMENT PLANNING

Considerable effort has been taken to draft a 6-year Capital Improvement Plan for the City. The plan is available on the City's website <http://www.cityofbr.org>. The City Commission is having a public hearing on March 6th, at 7:00 p.m., to hear input on the plan. The State requires municipalities to have a 6-year plan to be eligible for grants.

REDEVELOPMENT READY COMMUNITIES (RRC)

The State has implemented RRC as another eligibility requirement for State grants.

RRC "certifies communities that integrate transparency, predictability and efficiency into their daily development practices. The RRC certification is a formal recognition that a community has a vision for the future and the fundamental practices in place to get there.

To be vibrant and competitive, Michigan communities must be ready for development. This involves planning for new investment and re-investment, identifying assets and opportunities, and focusing limited resources. Certified Redevelopment Ready Communities® encourage business attraction and retention, offer superior customer service, and have a streamlined development approval process making pertinent information available around-the clock for anyone around the world to view."

City staff has completed the required self-evaluation forms to be considered for compliance with this program.

COMMUNITY LIBRARY

The library celebrated the birthday of Dr. Seuss (Theodor **Seuss** Geisel) on Wednesday morning at Preschool Storytime, with refreshments. His books are on display and ready for checkout in the Children's Room.

The Grand Opening of the Big Rapids Community Seed Library was a great success with Ben Cohen as noted speaker. The Seed Library is open for library card holders to check out vegetable, flower and herb seeds.

On Monday, March 6th, Session I of the Google Cardboard Virtual Reality “Show and Tell” takes place at 3:30 PM. Bring your smartphone to use with a Google Cardboard 3D viewer and go for a virtual reality tour of some exotic and national locations.

March is “National Reading Month” – we are encouraging Big Rapids Community Library patrons and the public to enjoy a good book, new or old, in print or in digital format. The library has all forms of “books” to check out, even in digital format.

Next week at Preschool Storytime (on Monday and Wednesday), there will be “guest readers” from the community. Our guests will be the storytellers and share tales with the kids and parents, not just Mr. Howard.

PUBLIC SAFETY

- In the past week, the Police Division responded to 78 calls for service. There was nothing significant in nature to report.
- In the past week, the Fire Division responded to 17 calls for service.
- On Tuesday and Wednesday, the Fire Division had joint training with BR Township involving Consumers Energy and wildfires.
- On Thursday, Director Eddinger announced the department's plans to begin using social media, such as Facebook and Twitter to communicate with the community.
- Early Wednesday morning Deputy Jason Wieber of the Mecosta County Sheriff Office lost his battle with brain cancer. His funeral is taking place on Saturday, March 4th at 1 p.m. at Trinity Fellowship Evangelical Free Church in Big Rapids. May he rest in peace.

PARK AND RECREATION

- Received a grant from the Meceola Children’s Council in the amount of \$1,300 to benefit the Girls on the Run program.
- Met with Spectrum Health to discuss this year’s partnership with the Farmers’ Market—will provide bus rides and fruit/vegetable vouchers to those in need.
- Met with Shoe Sensation to discuss potential partnership to offer discounted shoes for Girls on the Run.

PUBLIC WORKS ACTIVITIES

DIAL-A-RIDE

207 Adult Riders - (\$2.00 Fare)

345 Children Riders - (\$1.00 Fare)

762 (\$1.00 Fare) - Seniors (130) and Disabled (724) passengers of which 191 used the wheelchair lift to board

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

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

53 Safe Riders – Free rides from local establishments to anyone in the community on Thursday, Friday and Saturday nights 12:00 am to 2:30 am.

2,184 Ferris Shuttle Bus – 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', Arts and Science, 7:30 am -7:00 pm

3,667 Total Passengers

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

DPW: STREETS

- Filled potholes
- Repaired charging station
- Changed banners downtown
- Cleaned drains
- Repaired stop sign at Venlo Drive
- Repaired drive on Mecosta Ave
- Repaired water patches
- Sanded and salted streets
- Checked and jetted sewers per normal daily and call ins

DPW: PARKS

- Picked up trash downtown and in parks
- Cleaned and maintained City Hall public restroom
- Painting barrels for the parks
- Painted sign posts for disc golf

MAIN MAINTENANCE

- MISS Digs

WATER TREATMENT PLANT

Safety topic: "Texting and Working Don't Mix"

- Checked generators.
- Ran customer samples.
- Mopped and buffed main hallway and lab floors.
- Recalibrated chlorine analyzers at plant and State Street booster station.
- Worked with Layne to finalize our well update project.
- Worked with Integrated Controls to replace our pressure transducer for our plant inlet flow pressure.
- Performed cathodic protection checks.
- Continued painting project in the High Service Pump Room here at the plant.

Mark Gifford
City Manager

MANAGER'S NEWSLETTER

MARCH 10, 2017

STATE STREET CROSSWALK

The Mayor and staff participated in a meeting with Crossroads Charter Academy Superintendent Chris White and MDOT TSC Manager Del Kirkby. The topic was the condition and future of the walk bridge that is located adjacent to CCA and Mitchell Creek Park. This discussion will be continued in the coming months.

FESTIVAL OF THE ARTS (FOTA)

The 10th year of the Big Rapids Festival of the Arts concluded last week. Special thanks to the FOTA Board and the considerable effort that goes into making the festival happen. Planning has already begun for next year. If anyone has ideas for potential events, please contact FOTA via the City Manager or their website, www.brfota.org.

IVES AVE. DRAIN

Staff met with Jackie Fitzgerald, Mecosta County Drain Commissioner, to get an update on the Ives Ave. Drain project. Spicer Engineering Group is close to being able to provide a report to the City summarizing the potential of establishing a county drain and the boundaries and engineering projects that might accompany that effort.

WASTEWATER CONTRACT

The Mayor and staff continue to work with Green Township Supervisor Bob Baldwin and Big Rapids Township Supervisor Bill Stanek to prepare a new Wastewater contract for consideration for the Township Boards and the City Commission. All parties involved have worked diligently on this effort and this collaborative effort is extremely positive for the whole community.

COMMUNITY LIBRARY

The first Mecosta-Osceola Literacy Summit was held at the MOSID Career Center building on Tuesday. Featured speakers were the two literacy coaches who work with the teachers in both school districts and the coordinator of the "Evert Reads" program. The library was one of the groups that had an information table. We were able to share our Big Rapids "Lets Read" Program and other literacy resources that are available at the library. Resources include early literacy computers, 1,000 Books Before Kindergarten, etc. The extremely low literacy levels of students in Michigan are of great concern and everyone in the community is looking for ways to make a difference in this challenge to raise these literacy levels.

Evert Reads shared their multi-level attack on the problem. It includes locating "Little Free Libraries" throughout the Evert community where free books for all ages are available for the taking. Our library is very interested in doing the same thing in the Big Rapids community, to get books into the hands of everyone to spread the love of reading.

As March is National Reading Month, the preschool story times continue to include guest readers from our community. "Got Caught Reading" photos are displayed in the library. Mr. Howard has his camera at the ready and is always looking for guest readers and people to photograph reading whatever material they fancy.

PUBLIC SAFETY

- In the past week, the Police Division responded to 59 calls for service. There was nothing significant in nature to report.
- In the past week, the Fire Division responded to 18 calls for service. Of these, 9 were on Wednesday during the high winds, including 2 grass fires.
- Officer Lindy Waite began her administrative portion of the FTO process this past week. She will begin her first phase with Sergeant Scott Paquette in the next week.

PARK AND RECREATION

- Attended the Annual Michigan Farmers Market Association Conference in East Lansing.
- Girls on the Run registration is open. Registration can be done through your school.

PUBLIC WORKS ACTIVITIES

DIAL-A-RIDE

203 Adult Riders - (\$2.00 Fare)

464 Children Riders - (\$1.00 Fare)

841 (\$1.00 Fare) - Seniors (83) and Disabled (841) passengers of which 206 used the wheelchair lift to board

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

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

0 Safe Riders – Ferris started spring break. Free rides from local establishments to anyone in the community on Thursday, Friday and Saturday nights 12:00am to 2:30am.

2,344 Ferris Shuttle Bus – 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', Arts and Science, 7:30am -7:00pm

3,977 Total Passengers

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

DPW: STREETS

- Repaired lights at City Hall & Library
- Filled potholes
- Graded alleys and gravel roads
- Put up Artworks banners painted by resident artists through downtown

- Picked up branches
- Accepted road salt shipment
- Checked and jetted sewers per normal daily and call ins

DPW: PARKS

- Picked up trash downtown and in parks
- Cleaned and maintained City Hall public restroom
- Installed pitcher mound and bases at Industrial ball field
- Worked on installing remaining bases at all fields

MAIN MAINTENANCE

- MISS Digs

WASTEWATER TREATMENT PLANT

- Plant performance is very good overall, but foamy biological growth is still a problem on our aeration basins. The battle continues, but we are slowly gaining.
- Final Clarifier scum pits are regularly being pumped to sludge storage, to get rid of foam.
- Took Aeration Basin #4 out of service, due to FSU Spring Break and lower plant loading.
- Performed weekly lift station checks at North State, Waterloo, Novak, Tioga and County.
- Ordered a new Rosemont sludge feed meter for the SDC machine and process.
- Ordered and received 4,000 gallons of ferric chloride from Webb Chemical.
- Ordered and received a new drive motor for the East Clarifier. Also, ordered a spare.
- Ordered and received 24 new U.V. bulbs, quartz sleeves, seals and O-rings, in preparation for spring U.V. channel maintenance.
- Completed forms are still arriving daily, in response to our IPP NDU survey of businesses. Phone calls and questions continue, as well.
- WWTP engineering update meeting with Fleis & VandenBrink and plant staff.
- Jake Renne helped at the Water Plant, to cover for Jim Bouman and Earl Battle while they attended a 3-day class in Lansing.
- Changed crankcase oil and air filters on #1 and #2 grease & grit blowers.
- Cleaned D.O. Probes in Aeration Basins 1 and 2, and swapped displays between 1 and 4.
- Disassembled the east pump at our Waterloo Lift Station, to remove a debris clog.
- Placed U.V. Channel # 2 into service and then took U.V. Channel #1 out of service.
- Ordered and received a 275-gallon tote of polymer from Baileys Street, Limited.

Mark Gifford
City Manager

MANAGER'S NEWSLETTER

MARCH 17, 2017

LIBRARY MASTER PLAN

Many ideas have been proposed for the grounds that surround the Library. Parking, playgrounds, community gardens are some of the proposals that have come from the community and library staff. Marlies Manning of Manning Design, is working with staff to develop a Master Plan for the property that will help to guide Capital Improvement Planning for years to come. If you would like to be involved in this process, contact Mark Sweppenheiser at 231-592-4035.

PLANNING COMMISSION

The Planning Commission reviewed zoning language surrounding home occupations at their last meeting. Operating a business out of the home has become more prevalent in the recent past and it is important that the City is prepared for how to handle existing uses and any new applications that come in. A recommendation for a text change is being forwarded to the City Commission for their consideration.

BOARD OF REVIEW

The Assessing Office held Board of Review hearings twice this week and had nine property owners attend the hearings. Thank you to Assessing Staff and Board of Review members for time spent on this important process.

BIG RAPIDS TOWNSHIP PUBLIC HEARING FOR CLAY CLIFFS

Big Rapids Township is holding a public hearing on March 30th, 7:00 p.m., at the Township Fire Hall to hear input regarding the incorporation of Clay Cliffs Park into the City

COMMUNITY LIBRARY

Since March is Reading Month, library staff presented a Storytime and craft project at Brookside Elementary this week.

Also, a "Scratch" after-school computer programming session was offered at Crossroads Charter School by one of our staff. "Scratch" is a free programming language and online community where you can create your own interactive stories, games, and animations.

The Playground Committee met on Friday, March 17th to continue the planning for the children's playground in our park.

PUBLIC SAFETY

- In the past week, the Police Division responded to 50 calls for service. There was nothing significant in nature to report.
- In the past week, the Fire Division responded to 12 calls for service. The firefighters had training on Tuesday for Target solutions.
- Last Friday, Jess Vliet passed away in Leesburg, Florida. Vliet joined the BRPD in 1964, being promoted to detective in 1971, holding the position until his retirement in 1989. Please keep his family in your thoughts and prayers.

PARK AND RECREATION

- Met with Metron to discuss this season's partnership at the Farmers' Market. Metron will provide reusable shopping bags again this year and plans to have a presence at the market.
- Girls on the Run registration is open at participating schools throughout Mecosta County and planning for the season continues.
- Spring flyers have been distributed to schools.

PUBLIC WORKS ACTIVITIES

DIAL-A-RIDE

218 Adult Riders - (\$2.00 Fare)

355 Children Riders - (\$1.00 Fare)

877 (\$1.00 Fare) - Seniors (92) and Disabled (785) passengers of which 233 used the wheelchair lift to board

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

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

0 Safe Riders – Ferris on Spring Break. Free rides from local establishments to anyone in the community on Thursday, Friday and Saturday nights 12:00 am to 2:30 am.

0 Ferris Shuttle Bus – Ferris on Spring 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', Arts and Science, 7:30 am -7:00 pm

1,565 Total Passengers

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

DPW: STREETS

Safety Topic: "Chainsaw Safety"

- Repaired watermain break on Ives Avenue

- Hung banners for Artworks
- Filled potholes
- Cleaned up a tree at the Bjornson water tower
- Picked up limbs off streets from wind storm
- Sanded and salted streets and parking lots
- Plowed streets, Airport, parking lots and sidewalks
- Crack sealed E. Elm Street
- Water shut offs
- Repaired signs
- Cleaned trucks
- Checked and jetted sewers per normal daily and call ins

DPW: PARKS

- Staff vehicles, miscellaneous vehicles & equipment:
 - 102 dump truck: replaced rear wheel studs and nuts
 - 201 truck: replaced a u-joint in the rear drive shaft
 - 309 Hot box: replaced combustion chamber and flu assembly, replaced battery
 - 315 crack sealer serviced. Replaced leaky valve cover gasket and front trailer jack
 - 412 staff car: diagnosed anti-lock brake light, replaced brake module and programmed
- Police & Fire vehicles:
 - 401: replaced front tires and a rear wheel hub assembly
 - 402: serviced
 - 403: serviced
 - 405: removed the ICOP system to send out for repair
 - 409: replaced a rear differential seal and a cracked exhaust manifold
- Busses:
 - 901: performed a grease service and repaired a body mount
 - 903: serviced and performed a safety inspection. Serviced wheel chair lift. Adjusted lock handle on passenger door and repaired front wheel bearings. Removed exhaust manifold to replace gasket. Diagnosed and replaced remote power module.
 - 904: performed a grease service, repaired the wiper motor. Reattached right rear quarter panel and resealed top hatch.
 - 905: serviced and performed a safety inspection, serviced and replaced the gas shocks, and stow blocks on the wheel chair lift. Replaced rear brakes and rear heater motor assemblies.
 - 906: diagnosed engine warning light on, replaced exhaust temp sensor and changed engine oil. Replaced weather strip on lift door. Replaced rubber stop on wheel chair lift and adjusted. Replaced both rear heater fan motors and the backup beeper.

MAIN MAINTENANCE

- MISS Digs

MOTOR POOL

- Staff vehicles, Miscellaneous vehicles & Equipment:
 - 102 dump truck: replaced rear wheel studs and nuts
 - 201 truck: replaced a u-joint in the rear drive shaft
 - 309 hot box: replaced combustion chamber and flu assembly, replaced battery

- 315 crack sealer: serviced. Replaced leaky valve cover gasket and front trailer jack
- 412 staff car: diagnosed anti-lock brake lite, replaced brake module and programmed
- Police & Fire vehicles:
 - 401: replaced front tires and a rear wheel hub assembly
 - 402: serviced
 - 403: serviced
 - 405: removed the ICOP system to send out for repair
 - 409: replaced a rear differential seal and a cracked exhaust manifold
- Busses:
 - 901: performed a grease service and repaired a body mount
 - 903: serviced and performed a safety inspection. Serviced wheel chair lift. Adjusted lock handle on passenger door and repaired front wheel bearings. Removed exhaust manifold to replace gasket. Diagnosed and replaced remote power module.
 - 904: performed a grease service, repaired the wiper motor. Reattached right rear quarter panel and resealed top hatch.
 - 905: serviced and performed a safety inspection, serviced and replaced the gas shocks, and stow blocks on the wheel chair lift. Replaced rear brakes and rear heater motor assemblies.
 - 906: diagnosed engine warning light on, replaced exhaust temp sensor and changed engine oil. Replaced weather strip on lift door. Replaced rubber stop on wheel chair lift and adjusted. Replaced both rear heater fan motors and the backup beeper.

Mark Gifford
City Manager

MANAGER'S NEWSLETTER

MARCH 24, 2017

CITY CLERK'S MASTER ACADEMY

Tammy attended the Michigan Association of Municipal Clerks Master's Academy on March 22nd and 23rd. The focus of this year's training session was on communication skills and medical marijuana. Communication is key in all roles of city government and she will be sharing insight on what was discussed at the training with other staff members.

MICHIGAN MUNICIPAL LEAGUE CAPITAL DAY

Commissioners Anderson and Hogenson along with Eric Williams and Mark Gifford attended the MML Capital Day in Lansing on the 22nd. Sessions included discussion on medical marijuana, Right of Way tower applications, asset management, Downtown Development Authority and Tax Increment Financing (TIF) changes, municipal finance and more. The MML is working hard on behalf of municipalities and the sessions were valuable to be a part of.

COMMUNITY GARDEN

Anyone interested in having a plot in the community garden can contact Mark Sweppenheiser at 231-592-4035. Locations for the gardens are on 2nd Ave at the Housing Commission, Hillcrest Elementary and a new location is being added at the Big Rapids Community Library.

STREET SWEEPING

With spring comes the need to clean the streets of accumulated sand from the winter. Preparations are being made to start sweeping the week of April 3rd.

COMMUNITY LIBRARY

The Library is excited to be bringing John Smolens to Big Rapids, as part of the Michigan Notable Authors tour. He is speaking on Wednesday, April 5th at 6 p.m. in the community room at the library, which will be part of the Friends of the Library Spring Refresher Meeting. (The Friends meeting starts at 5:30 p.m.). The Library received a grant that made it possible to have John Smolens here. He will be talking about the Nazis P.O.W. prisoners who were imprisoned in Michigan's Upper Peninsula and the fact that some of them escaped and made the U.P. their home. An interesting story that most of us have never heard.

PUBLIC SAFETY

- In the past week, the Police Division responded to 102 calls for service. Of these, 25 were on Friday, St Patrick's Day. Ten of these were alcohol related offenses.

- On Friday, last week, a fraud complaint was taken at a local bank where a 24-year-old female from White Cloud and 24 year old male from Bitely are alleged to have made a transaction with reported stolen checks from Bitely. Further investigation into the matter has found a group of individuals doing this between Mecosta, Newaygo, Lake and Oceana Counties. Further investigation into the matter continues.
- Officer Lindy Waite was sworn in at the City Commission meeting on Monday. She began her first phase of FTO on Wednesday evening with Officer Jason Kuiawa.
- In the past week, the Fire Division responded to 24 calls for service.

CODE ENFORCEMENT ACTIVITIES

Violations:

- | | |
|-----------------------------|-----------------------|
| (11) Blight | (4) Disabled Vehicles |
| (1) Garbage & Rubbish | (15) Parking |
| (3) Property Maintenance | (3) Signs |
| (1) Uninhabitable Dwellings | (2) Yard Waste |

PARK AND RECREATION

- Met with the Big Rapids Community Tennis Association to finalize details for Tennis in the Park—a free after school tennis program at Hemlock Park for grades 5th-8th. Registration is now open through the city.
- Met with Artworks to discuss their involvement with the Farmer’s Market. They plan to provide weekly artist demonstrations at the Friday market and “Yoga in the Park” at the Farmer’s Market 10th anniversary celebration.
- Girls on the Run coaches training was held this week at the health department. Planning for the 2017 program continues.

PUBLIC WORKS ACTIVITIES

DIAL-A-RIDE

213 Adult Riders - (\$2.00 Fare)

438 Children Riders - (\$1.00 Fare)

771 (\$1.00 Fare) - Seniors (97) and Disabled (674) passengers of which 184 used the wheelchair lift to board

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

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

100 Safe Riders – Free rides from local establishments to anyone in the community on Thursday, Friday and Saturday nights 12:00am to 2:30am.

2,454 Ferris Shuttle Bus – 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', Arts and Science, 7:30am -7:00pm

4,075 Total Passengers

513 Out of City Riders - Anyone we pick up or drop off outside the Big City limits.

DPW: STREETS

Safety Topic: “Beware of broken glass”

- Filled potholes
- Graded Rust Avenue and some alleys
- Removed a sign off from the library building
- Put up Artworks banners
- Picked up deceased animals from roadways
- Checked water patches
- Removed bushes in alley between Maple and Linden
- Repaired banners on Maple Street bridge
- Fixing guardrail behind DP Tire
- Read meters
- Checked and jetted sewers per normal daily and call ins

DPW: PARKS

- Picked up trash downtown and in parks
- Put up basketball and volleyball nets
- Raked volleyball area
- Repaired a broken bench at the Bandshell
- Cut down some hazard trees along Riverwalk
- Cleaned up trash along right of ways and leaf piles by City Hall
- Worked on ball fields to ready them for the season
- Cleaned and maintained City Hall public restroom

MAIN MAINTENANCE

- MISS Digs

MOTOR POOL

- Staff vehicles, Miscellaneous vehicles & Equipment:
 - 101, replaced 4 rear tires, under body blades and repaired exhaust leak
 - 102, replaced under body blades
 - 106, replaced under body blades
 - 412, replaced heater door actuator
 - 411, serviced

- Police & Fire vehicles:
 - 402, diagnosed a driveline noise, repaired exhaust pipe
 - 404, replaced serpentine belt and tensioner
 - 1-1 rescue truck, serviced and replaced wiper blades and air filter
- Busses:
 - 903, replaced exhaust recirculation valve and exhaust filter
 - 904, replaced 4 rear tires, wiper blades and repaired wheel chair lift controller

Mark Gifford
City Manager

MANAGER'S NEWSLETTER

MARCH 31, 2017

ROGER SCHNEIDT RETIREMENT

After 32 years of outstanding service to the City, Roger Schneidt will be retiring on April 13th. A reception on his behalf will be held on April 13th, at 10:00 a.m, in the City Commission Room at City Hall. Please join us in wishing Roger a very Happy Retirement!

YARD WASTE PICKUP

Yard Waste Pickup will begin Monday, April 3rd and run through the last Monday of November. Yard waste consists of grass clippings, leaves, twigs and small branches. Yard waste bags are available in the Treasurer's Office at City Hall, \$2.25 for 5 bags. Yard waste will not be taken in plastic bags.

EARTH DAY CLEAN UP

The Earth Day Clean Up will be on Saturday, April 22nd. To participate, report to City Hall at 9:00 a.m. For more information please contact Cindy Plautz at 231-592-4036.

LIBRARY

The Big Rapids Zonta Chapter presented the library with a \$100 donation to be used to purchase materials to start building "little free library" structures to be installed in the city. Chris Cook attended the meeting and talked about the various digital resources and myriad programs the library offers, including the seed library, PC and tech classes, the Michigan Electronic Library resources, and much more.

Michigan Notable Author, John Smolens, will be at the library to talk about his book, "Wolf's Mouth", which focuses on an Italian officer who was sent to a POW Camp in the Upper Peninsula and his subsequent life in Michigan. This will be Wednesday, April 5th from 5:30-7:00 pm, (The library applied for, and received a grant to bring Mr. Smolens to Big Rapids for this presentation.)

PUBLIC SAFETY

- The fire division responded to 32 calls for service this past week. Fire division trained on scene size up with strategies and tactics.
- The police division responded to 80 calls for service the past week.
- This Saturday, April 1, the monthly tornado siren testing will be conducted at 1:00 pm. In the event emergency services are busy, the test will be postponed to the following month. This will be a test of the system only and will be conducted through the season.

CODE ENFORCEMENT ACTIVITIES

Violations:

- | | |
|-------------------------|-----------------------|
| (4) Blight | (1) Disabled Vehicles |
| (3) Garbage & Rubbish | (3) Parking |
| (9) Poly-cart Placement | (3) Signs |
| (1) Yard Waste | |

PUBLIC WORKS ACTIVITIES

DIAL-A-RIDE

173 Adult Riders - (\$2.00 Fare)

387 Children Riders - (\$1.00 Fare) -

801 (\$1.00 Fare) - Seniors (77) and Disabled (724) passengers of which 212 used the wheelchair lift to board

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

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

65 Safe Riders – (free rides from local establishments to anyone in the community on Thursday, Friday and Saturday nights 12:00 am to 2:30 am)

2,188 Ferris Shuttle Bus – (East Campus Mailbox, Lot 28, Allied Health, Campus Community Center, Lot 4, Rock Cafe, Lot 50, Arts and Science, 7:30 am -7:00 pm)

3,713 Total Passengers

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

DPW: STREETS

Safety Topic: "Hazard Communication"

- Cleaned drains
- Emptied sanders
- Picked up limbs
- New light in Paul's office
- Changed flags downtown
- Patched and painted office in city hall
- Put an access in the treasurer office in the ceiling
- Pot holes
- Working on the dugouts at Win Kellum field
- Rotated leaves in pit

- Read meters
- Fixed signs
- Fixed water break on 400 block of Fuller
- Installed flag light at City Hall outside

DPW: PARKS

- cut trees at north end park and chip brush and rake area
- cleaned tree up at disc golf area
- replaced twinkle lights downtown
- picked up litter
- cleaned city bathrooms
- picked up garbage

MOTOR POOL

- Staff vehicles, Miscellaneous vehicles & Equipment:
 - 413 Staff car, replaced front brake pads, rotors and right front wheel bearing. Replaced water pump and did a tune-up (plugs and wires). Did a oil change and replaced all 4 tires.
 - 560 Kubota, serviced front differential and transmission and engine. Replaced air filters.
 - 561 JD Gator, serviced.
- Police & Fire vehicles:
 - 1-2 fire truck. Adjusted brakes
 - 216 pickup truck, replaced 3 U-Joints in the rear driveshaft for a vibration
 - 405 police car, service call to repair power wire to Radar unit

WASTEWATER TREATMENT PLANT

- The Plant is running very well on 3 Aeration Basins and biological foam is mostly gone.
- A seized ferric transfer pump was repaired and a replacement pump was ordered.
- The SDC polymer machine failed and the problem was traced to a bad fuse receptacle.
- Performed weekly lift station checks at North State, Waterloo, Novak, Tioga and County.
- The existing sludge feed meter for the SDC machine is working again, and a new Rosemont meter is on order as a spare.
- Jay Norris is working on Aeration Blower control problems, as well as the D.O. and Automatic Control upgrades.
- Three spring/summer projects are out for bid: Digester Blower Inlet Air Piping Modifications, Replacement Digester Blower Motor, and New Plant Stairway.
- Ordered and received our annual DMR-QA Laboratory Certification Test Series Kit.
- Completed forms are still arriving daily, in response to our IPP NDU survey of businesses. Phone calls and questions continue, as well.

- Jake and Amy are attending a Wastewater Test Prep. Class as they continue to study for the Wastewater “D” License test in May.
- Troy signed up for a Microscope Analysis Class relating to Plant Process Control.
- Removed snow plows from both plant vehicles and placed them in summer storage.
- Cleaned D.O. Probes in Aeration Basins 1, 2, and 3. Basin #4 is idling and segregated.
- Repaired a leaking discharge line on pump # 2 at the County Garage Lift Station.
- Scheduled Dixon Engineering to inspect both final clarifiers on May 9th and May 12th.
- The IPP Annual Report was completed and submitted to the DEQ, via MiWaters.

Mark Gifford
City Manager

MANAGER'S NEWSLETTER

APRIL 7, 2017

LIBRARY

The Library has planned some special programs for “Money Smart Week”, which is April 22-29. Money Smart Week is to promote financial literacy. Storytime attendees will receive a free copy of “A Dollar for Penny” which Mr. Howard will read and expand upon with activities and crafts.

The Library is sponsoring a “Mom Swap” on Friday, April 28th. For the Library Mom Swap, moms will bring in from 5 items to 2 bags/boxes full of things that a mother might find useful (clothing, toys, books, etc.). The items must be clean and in good condition. The “drop-off” is on Thursday, 10-5 where the mom receives a card saying they have brought in items; and the “swap” or shopping takes place on Friday from 1-4 p.m.. The swappers or shoppers on Friday are those who dropped off items on Thursday, making them eligible to choose some items. Any items left over will be donated to area shelters.

The Friends of the Library’s Spring Refresher, which took place on Wednesday, April 5th, hosted the author, John Smolens, talking about his Michigan Notable Book, “Wolf’s Mouth”. John shared what he learned doing research for the book, plus read some passages from the book and talked about the story of his main character’s journey from POW in a camp in the UP, to his escape and later life in Detroit. Mr. Smolens answered questions from the receptive crowd and people could purchase signed copies of his book as well.

The Spring Refresher included a brief outline by Marlies Manning on the proposed plan for the park at the library. The park plan includes the location of the community garden beds, areas that would be designated for placement of children playground equipment, landscaping additions, fencing, and a parking lot. The proposed park plan will be presented to the Library Board at the April 13th board meeting before it goes before the Parks and Recreation Board.

PUBLIC SAFETY

- In the past week, the Police Division responded to 82 calls for service. Of significance, were several trash can fires in the alleys of Second and Third Avenue on Sunday evening. No suspects have been developed. In speaking to a witness in the area; he observed a couple of white males in their teens running from the area of one of the fires.
- In the past week, the Fire Division responded to 16 calls for service. Firefighters also responded to the trash can fires Sunday evening.

PARKS AND RECREATION

- Girls on the run registration deadline is/was Friday, April 7th. The program will begin at participating schools on Monday, April 10th.

- Tennis in the Park was scheduled to begin this week but was cancelled due to weather. The program will resume next Tuesday, April 11th.
- The Farmers' Market all-vendor meeting was held Tuesday evening and the following topics were discussed:
 - There will not be a Farmers' Market on the 4th of July (Tuesday).
 - The holiday market will be on Friday, November 17th.
 - The Labor Day Market will be Monday, September 4th (same day as the Arts & Crafts Festival at Hemlock Park).
 - The All City Yard Sale will be held during the market on Friday, August 11th.
 - The market has a new Facebook page: "Big Rapids Farmers' Market".
 - This is the 10th Anniversary of the Big Rapids Farmers' Market. A celebration is being planned.
 - Manna Pantry is interested in partnering with the market/vendors to host a "Farm to Table" event.
 - Spectrum Health will be doing food demonstrations at the market each Friday and will continue their "prescription" food assistance program

PUBLIC WORKS ACTIVITIES

DIAL-A-RIDE

211 Adult Riders - (\$2.00 Fare)

92 Children Riders - (\$1.00 Fare) – Spring Break

743 (\$1.00 Fare) - Seniors (100) and Disabled (643) passengers of which 234 used the wheelchair lift to board

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

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

85 Safe Riders – Free rides from local establishments to anyone in the community on Thursday, Friday and Saturday nights 12:00am to 2:30am.

2,393 Ferris Shuttle Bus – 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', Arts and Science, 7:30am -7:00pm

3,596 Total Passengers

474 Out of City Riders - Anyone we pick up or drop off outside the Big Ra

DPW: STREETS

Safety Topic: "Use Hammer Safely"

- Fixed 4 water stacks
- Picked up concrete wall off 300 block of Pine Str off sidewalk

- Fixed mailbox on Platt Ave
- Fixed tree grate on Elm St.
- Filled potholes
- Carried boxes and chairs from upstairs city to the dumpster
- Worked on dugouts
- Graded alleys and gravel streets
- Fixed water patches
- Cleaned drains
- Traffic control on 131 for our sanitary sewer contractor to clean the sewer on 131 one night from 11:00 pm to 7:00 am
- Checked and jetted sewers per normal daily and call ins

DPW: PARKS

- Picked up trash downtown and in parks
- Working on ball fields to ready for the season
- Cleaning and maintaining City Hall public restroom

MOTOR POOL

Staff Vehicles & Misc. Equipment:

- 205 pickup truck: replaced radiator and exhaust catalytic converters
- 301 sweeper: serviced both front and rear engines and repaired some water control solenoids.
- 412 staff car: replaced thermostat
- 503 portable pressure washer: serviced
- 510 portable welder: serviced and replaced battery

Busses:

- 901 serviced and did a safety inspection. Serviced wheelchair lift. Replaced wiper blades
- 906 serviced and did a safety inspection. Serviced wheelchair lift. Replaced 2 idler pulleys and serpentine belts, adjusted parking brake. removed plugged exhaust filters and delivered to international dealer in GR for cleaning. Reinstalled exhaust filters and cleaned out pressure differential tubes.
- 908 did a grease service and replaced front tires. R&R another set of exhaust filters.
- 909 serviced and did a safety inspection. Serviced wheelchair lift. Resealed leaky roof.

MAIN MAINTENANCE -

- MISS Digs

WATER PLANT

Safety topic: “Avoiding Arc Flash”

- Checked generators.
- Ran customer samples.
- Mopped main hallway and lab floors, and buffed them.

- Performed our ERA lab tests and sent in the results to continue our lab certification.
- Cleaned tool room.
- Cleaned trucks inside and out.
- Performed cathodic protection checks.
- Made lab re-agents.
- Removed and stored snow plow for the summer.
- Replaced filters to chlorine analyzer at the plant.
- Performed pump maintenance.
- Replaced blown capacitor for one of the heater motors in the clarifier room.
- Performed monthly QA/QC in the lab.
- Repaired leaking line on a booster pump at State Street.
- Joe Davidson transferred from DPW and has been training hard. Joe is a great fit to our staff and is quickly becoming a fine operator.

WWTP

- The Plant is running well, but still experiencing some foam, along with digester settling, decant and odor issues.
- Biotech is staging trucks and equipment on-site for our Spring Bio solids hauling.
- Michigan Cat performed annual load-testing of our 750 KW Plant back-up generator.
- Performed weekly lift station checks at North State, Waterloo, Novak, Tioga and County.
- Replaced a blown fuse at the County Garage lift station, and acquired a quarterly meter reading at the Green Township lift station.
- Jay Norris replaced a faulty main control module for our Spencer Aeration Blowers.
- Three spring/summer projects are out for bid: Digester Blower Inlet Air Piping Modifications, Replacement Digester Blower Motor, and New Plant Stairway.
- Bidding contractor site visits by Cook's Welding, Curtice Brothers, Mall City Mechanical, Northwest Kent Mechanical, MTW Industries and Heco, Inc. Many phone calls, as well.
- Completed forms are still trickling in, in response to our IPP NDU survey of businesses.
- Jake and Amy attended a Wastewater "D" License Test Prep class in Kalamazoo.
- Troy and Amy are working on Lab Bench Sheet and Process Summary updates.
- Mic continues to collect IPP samples for our 2017 Domestic Background Study efforts.
- JW is working on a rebuild of STP-2 Moyno Pump, located in the Digester Building.
- Inquiry from Lakeshore Environmental, regarding trucked fruit-processing waste disposal. Our plant capacity limitations would not allow this type and quantity of waste.
- Conducted 5 FSU Microbiology Class tours of the Plant. Three more groups next week.
- Experienced some Ferric Chloride feed pump problems, caused by check valve debris.

Mark Gifford
City Manager

MANAGER'S NEWSLETTER

APRIL 21, 2017

FARMERS' MARKET

Opening of the Farmers' Market is almost here! This year's first event is Friday, May 12th. Fridays will remain from 8:00 – 2:00, Tuesdays will be 12:00 – 5:00 which is slightly different from last years' time of 1:00 – 6:00.

COMBINED MEETING OF CITY COMMISSION AND TOWNSHIP BOARD

The City Commission and the Township Board are having a combined meeting on Wednesday, May 3rd, at 6:30 at the County Services Building to discuss the issue of Medical Marihuana.

VAN JOHNSON AWARD

Van Johnson was nominated as a "Community Hero" as part of national competition of public employees put on by the ICMA. Van was recognized as a finalist. The City of Big Rapids is fortunate to have Van and the community has benefited for many years from his hard work and dedication to his job.

WALKBRIDGE LIGHT REPLACEMENT

The new LED light was installed near the walk bridge over the Muskegon that is behind the Middle School. Those who enjoy walking after dark will notice improved lighting in that area.

ROBEN HOOD AIRPORT

April has been a happy month at the airport. Colt Aviation hosted a Young Eagles event on Saturday, April 8th in conjunction with the EAA chapter from Fremont. Twenty-one at risk or foster kids between the ages of 7 and 18 flew their first flight. It was a great time for all involved.

FSU students in the Architectural program descended on the airport, brainstormed and designed posters for the annual fly in breakfast, AirFest. We had every person that walked through the doors vote and picked two winners. Jacob Simon and Joshua DeGroot will be getting an Introductory Flight for their winning efforts.

AeroMed has been a visible presence this month with pilot training. Roben Hood is the preferred airport to train their new pilots. We enjoy seeing our good friends and appreciate the fuel sales that come with the training.

Mark your calendars for May 12th. ArtWorks Gala will take place in Hangar C here at Roben Hood Airport. The theme is "Art Takes You Places".

By the Numbers: April 1st – April 19th

- 17 Jet / Turbo Prop operations: all business related (Wolverine, FSU, etc.)
- 86 Flight student operations: 32 were students from elsewhere such as Northwestern Michigan College, Western Michigan University, West Michigan Aviation Academy.
- 10 operations: DNR, pipeline patrols, State Police
- 153 operations: local pilots, visitors, AeroMed, Young Eagles, etc.

LIBRARY

The library is taking part in Money Smart Week, April 22-29. One of the activities during this week is at Storytime (Wednesday, April 26), the young children will be given a copy of the book, "A Dollar for Penny" which obviously talks about the use of money. Besides reading this story aloud to the children, there will be associated crafts and activities to help children understand the concept of money. Money Smart's focus is to improve financial literacy for all ages.

New this year at our library is the Mom Swap, where patrons can bring in on Thursday (10 am-5 pm) from 2 to 5 bags/boxes of items that a mother might find useful and be given a ticket/token, to be used on Friday (1-4 pm) to collect new items that they would find useful in their lives.

At the Library Board of Trustees meeting last week, Marlies Manning presented a plan outlining the various features proposed for the park at the library. The plan includes an area for a children's playground with educational-type equipment, community garden beds, a little free library, a parking lot, and more. Marlies will be at the next Parks and Recreation Board's meeting to explain and share this design/landscape plan.

PUBLIC SAFETY

- The Police Division responded to 69 calls for service over the past week. There was nothing significant to report.
- On Wednesday Officer Eric Winsor completed the last phase of the FTO process.
- In the past week, the Fire Division responded to 15 calls for service.
- The Fire Division had training on Fire Investigation and pump operations.
- On Wednesday Firefighters Sean Wethington and Matt Kidd trained members of the Mecosta County Sheriff's Office on first aid to keep their certifications up to date.

CODE ENFORCEMENT ACTIVITIES

Violations:

- | | |
|-----------------------|---------------|
| (1) Animals | (5) Blight |
| (1) Disabled Vehicles | (5) Furniture |
| (4) Garbage & Rubbish | (2) Parking |

- (1) Sidewalks / Streets
- (1) Swimming Pools
- (6) Yard Waste

- (2) Signs
- (5) Uninhabitable Dwellings

PARKS AND RECREATION

- Middle school Tennis in the Park began at Hemlock on Tuesday.
- The late registration deadline for Girls on the Run is Friday, April 21st. No registrations will be accepted after this date.

PUBLIC WORKS ACTIVITIES

DIAL-A-RIDE

140 Adult Riders - (\$2.00 Fare)

352 Children Riders - (\$1.00 Fare)

795 (\$1.00 Fare) - Seniors (80) and Disabled (715) passengers of which 201 used the wheelchair lift to board

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

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

0 Safe Riders – No Safe Ride due to Easter Weekend. Free rides from local establishments to anyone in the community on Thursday, Friday and Saturday nights 12:00am to 2:30am.

1,750 Ferris Shuttle Bus – 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', Arts and Science, 7:30 am -7:00 pm

3,115 Total Passengers

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

DPW: STREETS

Safety Topic: "Individuals Responsibility"

- Started sweeping streets
- Checked and jetted sewers per normal daily and call ins
- Trimmed trees on Woodward to clear vision of stop sign
- Graded around the dugouts at Win Kellum
- Filled potholes
- Worked on Rust Avenue water services; installed 2 new services and inspected 7 to check for copper

- Delivered sand to Holland Park to be used for steps being installed
- Graded alleys
- Repaired a water stack at 707 Winter
- Repaired plugs at the charging station

DPW: PARKS

- Aerated the ball fields
- Repaired Centennial sign
- Cut stump at Hemlock Park
- Worked on emergency stations
- Raked leaves at the pool
- Cleared a dead tree at Hemlock Park
- Set out picnic tables and trash cans
- Picked up trash downtown and in parks
- Cleaned and maintained City Hall and park public restrooms

MOTOR POOL:

- Misc. Vehicles and Equipment:
 - 411 staff car: replaced 2 tire pressure monitor sensors and air bag forward sensing module
 - 301 street sweeper: replaced rear light bar and repaired heater core
 - 306 tractor: repaired flat tire with a tube
 - 509 compactor: replaced cylinder head gasket and changed oil
 - 553, 554 wing mowers: serviced, replaced some tie-rod ends, steering and wing cylinders. Welded up some cracks.
 - 561 gator: serviced
 - Serviced all the hand blowers and trimmers
 - 205 truck: replaced radiator and catalytic converters.
- Police & Fire Vehicles:
 - 404 police car: repaired air conditioning system
 - 407 police truck: replaced driver's door handle and a tire pressure monitor sensor. Replaced body control module and reprogrammed

MAIN MAINTENANCE

- MISS Digs

WATER PLANT

Safety topic: "Carbon Monoxide: A Silent Killer"

- Checked generators.
- Ran customer samples.
- Mopped main hallway and lab floors.

- Removed snow thrower from riding lawn mower and installed the mower deck.
- Picked up trash, sticks, from front lawn at the plant.
- Worked with Jay Norris fixing the State Street booster pumps to work properly.
- Weeded the rock beds along the front side of the plant.
- Continued training new staff members.
- Cleared up the rock bed to the south of the main entry to allow water to drain away from the building.
- Read water meters.

WASTEWATER PLANT:

- The Plant is running quite well, but still experiencing some foam and settling issues.
- Biotech pumped, hauled, and land-applied 629,000 gallons of biosolids from the Plant.
- Ordered and received 4000 gallons of Ferric Chloride from Webb Chemical.
- Performed weekly checks at N. State, Waterloo, Novak, Tioga and County lift stations.
- Worked with Allmax to solve some calculation problems with our Operator-10 software.
- Jay Norris continues to work on SCADA details, problems, and updates.
- Plant Project Bids approved and awarded to Northwest Kent Mechanical (Digester Air Piping), Gerace Construction (North Plant Stairway), and Heco, Inc. (New Blower Motor).
- IPP Coordinator Position and WWTP Lead Person "Interest" sheet are both posted.
- Conducted 3 Ferris Biology class tours last week, and one more this week. Nine tours so far, during the month of April.
- Troy and Amy are working on Lab Bench Sheet and Process Summary updates.
- Mic continues to collect IPP samples for our 2017 Domestic Background Study efforts.
- Ordered and received another part for the STP-2 Moyno Pump, located in the Digester Building. The rebuild is now complete, and one of the other pumps can be rebuilt next.
- Un-clogged U.V. Building roof drain, which drained the pond on the roof.
- A rebuild of U.V. Channel #1 is in progress, with some quartz sleeves on order.
- Cleaned D.O. Probes in Aeration Basins 1, 2 and 3.

Mark Gifford
City Manager

MANAGER'S NEWSLETTER

APRIL 28, 2017

CAMPUS CREEK APARTMENTS

The watermain for Phase I of Campus Creek Apartments is complete. Construction on Phase II will start later this spring or early summer.

SKATE PARK

The Skate Park committee is working with Grindline Skatepark Designers and they have a survey that is available to receive public input. Copies can be found in the City Hall lobby and will be available on the City website. Questions can be directed to Heather Bowman at 231-592-4018.

SEASONAL STAFF

Seasonal Staff for the City Parks will start work on May 8th. Thanks to Jon Coles at Ferris State University for partnering with the City to find workers.

WOLVERINE DONATION TO PUBLIC SAFETY

Wolverine donated boots to the City's Public Safety personnel again this year!! What a wonderful way for a corporate partner to give back to the community. It is very much appreciated.

LIBRARY

The library's first "Mom Swap" has been a success, taking place during "Money Smart Week" which is being celebrated throughout the United States this week. The Mom Swap, which started on Thursday with parents bringing in clean and usable items that are needed by moms raising their children, will wrap up on Friday with the items available for those who brought items to swap. We've had a great turnout and participation, especially by parents who utilize the library regularly and then told their friends about this opportunity.

Anyone who attended the story times during this Money Smart Week also received a children's book related to this money/financial literacy theme. The book, "A Dollar for Penny" was given to all attendees, so parents and children can continue the conversation and learn about finances and money.

The library's new software conversion, which includes a synchronization with items borrowed through MeLCat (the statewide borrowing system), is in its final stages. Patrons and staff will be able to see all their checked-out items when they sign into their library account, whether it is a Big Rapids Community Library book or movie, or whether it came from another library in the state through

MeLCat. July 1st is the date when our old software system, hosted at Ferris, will be discontinued. We appreciate everyone's patience during this process but continue to be excited that patrons and staff will have a better experience using the library's catalog and taking advantage of the new features afforded for them with this software. Some examples include seeing your reading history; requesting your favorite author's books be put on hold for you whenever a new one is published; being notified via phone, email or text message when items are due or holds/reserves are available for pickup.

PARKS AND RECREATION

- Touch-A-Truck event is this Saturday, April 29th from 10:00 am—12:00 pm in the Department of Public Safety Parking Lot.
- Finalized Spectrum Health's role in this year's Farmer's Market. They will provide a dietician and cooking demonstrations each Friday.
- Planning for summer programs continues.

PUBLIC WORKS ACTIVITIES

DIAL-A-RIDE

178 Adult Riders - (\$2.00 Fare)

372 Children Riders - (\$1.00 Fare)

781 (\$1.00 Fare) - Seniors (100) and Disabled (681) passengers of which 203 used the wheelchair lift to board

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

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

96 Safe Riders – No Safe Ride due to Easter Weekend. Free rides from local establishments to anyone in the community on Thursday, Friday and Saturday nights 12:00am to 2:30am.

1,973 Ferris Shuttle Bus – 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', Arts and Science, 7:30am -7:00pm

3,498 Total Passengers

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

DPW: STREETS

Safety Topic: "Gloves"

- Cleaned 16 catch basins with Vactor truck
- Swept streets

- Swept the center lines for painting
- Swept Ferris streets
- Cleaned drains
- Filled potholes
- Added stone to river entry at Northend Park
- Fixed a mudhole on Farnsworth Ave at the bridge
- Fixed and installed banners on Perry Ave
- Replaced 2 water services on Rust Ave
- Installed the meter pit and line for drinking fountain installation in Holland Park
- Added black dirt around the steps at the Veterans Park
- Fixing a water shutoff at the fairgrounds
- Checked and jetted sewers per normal daily and call ins

DPW: PARKS

- Delivered mulch to Hemlock Park for Garden Club
- Repaired toilets at River Street bathroom
- Installed sign at Swede Hill Park
- Replaced damaged twinkle lights downtown
- Prepped ball fields for games
- Opened bathrooms daily
- Picked up trash downtown and in parks
- Cleaned and maintained City Hall and park public restrooms

MOTOR POOL:

- Misc. Vehicles and Equipment:
 - 301 Street Sweeper: replaced belly broom
 - 412 staff car: diagnosed lack of power, replaced throttle control
 - Spring services:
 - 2 0-turn mowers
 - 1 John Deere front mower
 - The line laser paint machine
 - The big walk behind concrete saw
- Police & Fire Vehicles:
 - 402 police car: replaced headlight connector and bulb, serviced and replaced front brake pads and rotors

MAIN MAINTENANCE

- MISS Digs

WATER PLANT

Safety topic: “Identify, Treat and Prevent Carpal Tunnel Syndrome”

- Checked generators.
- Ran customer samples.
- Mopped main hallway and lab floors.
- Edged lawn in front of the plant. Picked up sticks and debris from winter months. Spread mulch around trees in front of the plant.
- Replaced leaking high pressure relief valve on water heater.
- Continued training new operators.
- Removed flower garden on the East side of the plant and turned it into a rock garden for less upkeep.
- Made an anchor for a lifeline for the Fire Department’s use during water rescue events.
- Received new lab certification certificate for our last ERA lab tests.
- Reading water meters.

Mark Gifford
City Manager

MANAGER'S NEWSLETTER

MAY 5, 2017

JEFF JACKSON

Firefighter Jeff Jackson is leaving the Fire Department after 16 years of service to the community. Thank you to Jeff and best wishes for the future!!

CLAY CLIFFS PARK

Mark Sweppenheiser will be preparing a portion of Clay Cliffs Park to be used as pollinator habitat on May 6th and 7th. The work is part of the Monarch Mayor campaign.

ELECTION

Special thanks to Tammy Gillis and all involved with the recent School election. The results of the election were 266 individuals voted yes, 65 voted no to the millage renewal. For this election, it was decided to combine the City's three precincts and have just one open, which was at City Hall. Of the 4,227 registered voters, 147 came to City Hall on election day and 185 voted via absentee ballot, resulting in a total of 332 voters.

SPECIAL GARBAGE PICK UP

On May 5th, Republic completed a special garbage pick up to coincide with FSU graduation.

SKATE PARK SURVEY

As a part of the ongoing effort to build a skate park, a survey is being conducted to gather input on the project. Surveys are due Thursday, May 11th. Forms can be found on the City website, www.cityofbr.org.

LIBRARY

Movie Makeovers continue at the library. On Friday, May 5th, at 6 p.m., we're showing "The Incredible Journey", the 1963 version of this story about animals finding their way home after a long, arduous trip. (In June, the film showing will be the newer remake of this tale.)

The library's digital book platform for eBooks and e-audiobooks is Axis 360. We're happy to announce that the circulation of our digital titles increased 50% in 2016! We're building our collection of titles, and working on other marketing ideas to get the word out that new and varied content is available for reading/listening on e-readers and other smart devices. The app for Axis 360 is easy

to use, and all our available titles are found in our main library catalog too which reminds patrons that we do offer digital books.

The Magic Tree House series is a popular series for young readers. Kids can find their Magic Tree House book amongst the leaves and branches of the tree that has “grown” in a corner of the juvenile section of our library! Lots of fun. (Of course, we’re always trying to find ways to draw readers into new books, and remind them of their favorites too.)

PUBLIC SAFETY

The Big Rapids Department of Public Safety responded to a total of 128 calls for service this past week.

- The fire division responded to 23 calls for service over the past week. These calls included medicals, alarms, dumpster fires, and a grass fire.
- The police division responded to 105 calls for service over the past week. Officers responded to a B&E at 123 S. Warren last Friday. The case is still under investigation.

CODE ENFORCEMENT ACTIVITIES

(8) Blight	(3) Disabled Vehicles
(7) Furniture	(2) Garbage & Rubbish
(3) Parking	(8) Property Maintenance
(2) Sidewalks / Streets	(2) Signs
(3) Yard Waste	

PUBLIC WORKS ACTIVITIES

DIAL-A-RIDE

132 Adult Riders - (\$2.00 Fare)

394 Children Riders - (\$1.00 Fare)

688 (\$1.00 Fare) - Seniors (93) and Disabled (595) passengers of which 202 used the wheelchair lift to board

44 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

93 Safe Riders – No Safe Ride due to Easter Weekend. Free rides from local establishments to anyone in the community on Thursday, Friday and Saturday nights 12:00 am to 2:30 am.

2,044 Ferris Shuttle Bus – 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', Arts and Science, 7:30 am -7:00 pm

3,433 Total Passengers

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

DPW: STREETS

- Provided staff and equipment to the Touch A Truck event
- Removed a tree limb on S Warren Ave
- Working on treasurer office lights at City Hall
- Cleaned drains
- Installed a new post and sign for the Canoe art piece behind the Middle School
- Working on water services on Rust Ave
- Swept streets
- Repaired some signs
- Cleaned out catch basins with a vactor
- Checked and jetted sewers per normal daily and call ins

DPW: PARKS

- Prepped ball fields for games
- Replaced home plate at Win Kellum field
- Cleaned tennis courts
- Repaired dog park drinking fountain
- Opened bathrooms daily
- Picked up trash downtown and in parks
- Cleaning and maintaining City Hall and park public restrooms

MAIN MAINTENANCE

- MISS Digs

WATER PLANT

Safety topic: “Don’t Let Chemicals Get You”

- Checked generators.
- Ran customer samples.
- Mopped main hallway and lab floors.
- Cleaned filters to the analyzer at the head of the plant.
- Worked with Jay Norris to diagnose why the #1 booster pump OCV valve will not work.
- Installed new R.O. unit in the Lab.
- Worked with Riverside with the inspection of our fire/burglar alarm system.

- Joe Davidson is quickly becoming a confident plant operator and is getting more confident with lab procedures.
- Jim and Earl took their D-4 exam and will be anxiously awaiting the results.

WASTEWATER PLANT

- The Plant is running well, but some intermittent digester settling issues continue.
- All 4 aeration basins are temporarily back in service, but will come back out of service one-at-a-time during the summer season, for cleaning and maintenance.
- Received 25 new quartz sleeves for our U.V. System. Ten were purchased and 15 were sent to replace sleeves damaged during shipment of our last order.
- Performed weekly checks at N. State, Waterloo, Novak, Tioga and County lift stations.
- Continue to work with Allmax to correct Operator 10 software issues. Also, turned in an invoice and paperwork for renewal of our Allmax, Antero and Synexus software licenses.
- Jay Norris continues to work on SCADA details, problems, and updates.
- Both final clarifiers will be taken out of service next week, one-at-a-time. Northern A-1 will vacator them out and Dixon Engineering will perform long-overdue tank inspections.
- After both clarifiers are cleaned and inspected, the painting project will go out for bid.
- Moved forward with renewal of a Hach Service Contract for our UVT sensor, as well as the Hach 3900 Spectrophotometer in our lab.
- John Wright is our new lead person and John Fribley is a second IPP Coordinator.
- Jake Renne and Amy Prescott took the “D” wastewater license test, and John Fribley took the “B” wastewater license test. In a few weeks, DEQ will send out the results.
- The Dodge pickup and the Gravely lawn mower were sent to the garage for repairs.
- Mic continues to collect IPP samples for our 2017 Domestic Background Study efforts.
- Spring clean-up, mowing and yard work are in-progress around the Plant.
- Checked and cleaned D.O. Probes in Aeration Basins 1 and 2.

Mark Gifford
City Manager

MANAGER'S NEWSLETTER

MAY 12, 2017

SIDEWALK PROGRAM

The Sidewalk Program will begin the week of May 15th. Work starts at locations along Michigan Ave.

BOB BALDWIN PASSING

Green Township Supervisor Bob Baldwin will be missed by many. His hard work and dedication to the community was apparent to all that interacted with him. Jim Chapman has been appointed to this important role and City Staff looks forward to a continued positive relationship with Green Township.

ICE GRANT APPLICATION

The City applied to the Michigan Economic Development Corp. (MEDC) Infrastructure Capacity Enhancement (ICE) Grant program to assist with improvements to the watermain along Ives Ave, South St. and Clark St. Grant awards were announced May 11th and the City was not among the 14 communities state wide to be selected. The City may look to another round of funding of this program in 2018.

PARK BOARD

The City Park Board met on May 11th and approved a Master Plan for the Library grounds. Staff will be working on ways to fund the proposed improvements.

CITY OFFERS FREE ZINNIAS

The City of Big Rapids will give a free flat of zinnias to City residents and businesses. The zinnias must be planted in a location within the City limits where they can be viewed by the general public.

Coupons for the flowers are available on a first-come, first-serve basis and may be picked up at the Clerk's office in City Hall starting May 30 – June 1, 2017, between 8:00 a.m. and 5:00 p.m. There is a limit of one coupon per address or land parcel.

Flowers may be picked up Friday, June 2, 2017 at the Farmer's Market ***between 8:00 a.m. and 2:00 p.m. Coupons must be presented to receive the flowers.***

LIBRARY

The library is gearing up for the Scholastic Book Fair and the Summer Reading Program. Posters are being distributed and information will be dropped off at all the schools as well. The Scholastic Book Fair will be at the library the week of Monday, June 5th through Saturday, June 10th.

“Build a Better World” is the theme this year for the summer reading program. The Kick-Off Carnival for Summer Reading 2017 is Friday, June 16th, 11 am to 2 pm. A sampling of activities for the program launch include: tie dying some clothing, climbing on Cran-Hill Ranch’s rock wall and inflatables, building with the library’s big foam blocks, face painting, eating a hot dog, and more.

The library collects statistics that are presented each month at the Library Board’s meeting. Here are some data for the month of April:

Patron count:	2993
New library cards issued:	56
Public computer sessions:	686
Library programs:	22
Attendance at programs:	350
Circulation (items checked out):	4,246

PUBLIC SAFETY

In the past week, the Police Division responded to 78 calls for service. There was nothing significance in nature to report. Detective Miller was at training last week for death investigation. While Officer Juday returned this week after two weeks of firearms instructor training.

In the past week, the Fire Division responded to 11 calls for service. Shifts did river rescue training. Identifying access points, boat loading areas, lookout positioning as well as river walk access and hose.

CODE ENFORCEMENT ACTIVITIES

(6) Blight	(2) Disabled Vehicles
(5) Furniture	(1) Garbage & Rubbish
(88) Grass & Weeds	(1) Parking
(6) Property Maintenance	(1) Recreational Vehicles
(10) Signs	(9) Yard Waste

PARKS AND RECREATION

- Farmers market begins this Friday, May 12th 8:00 am-2:00 pm.
- Bandshell Summer Concert Series schedule has been finalized. Concerts will take place every Wednesday evening at the Bank Shell beginning June 21st and ending August 16th at 7:00 p.m.
- Girls on the Run celebratory 5K will be held on Saturday, June 10th. Planning continues.

PUBLIC WORKS ACTIVITIES

DIAL-A-RIDE

151 Adult Riders - (\$2.00 Fare)

418 Children Riders - (\$1.00 Fare)

976 (\$1.00 Fare) - Seniors (100) and Disabled (876) passengers of which 250 used the wheelchair lift to board

79 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

NO Safe Riders – Done for the summer, will start back up in September. Free rides from local establishments to anyone in the community on Thursday, Friday and Saturday nights 12:00am to 2:30am.

1,031 Ferris Shuttle Bus – East Campus Mailbox, Lot 28, Allied Health, Campus Community Center, Lot 4, Rock Cafe', Arts and Science, 7:30 am -7:00 pm

2,693 Total Passengers

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

DPW: STREETS

Safety topic: "Carbon Monoxide"

- Dug out patches for blacktop on Bellevue Str., River Str., Ives Ave and Winter Ave and for alley approach on Hemlock Str.
- Brined Rust Ave
- Blacktopped patches
- Replaced sign on Perry Ave
- Filled potholes
- Sowed patches
- Installed light on canoe art piece

- Black dirt spread on Bellevue Str., Winter Ave and Ives Ave
- Working on water services on Rust Avenue
- Sweeping streets
- Checked and jetted sewers per normal daily and call ins

DPW: PARKS

- Prepped ball fields for games
- Trained seasonal staff
- Checking and setting lights at Hemlock ball field in preparation for softball season that begins Friday the 12th
- Mowed and weed whipped various City properties
- Fertilized the ball fields
- Replaced a backsplash in men's restroom at Hemlock
- Opened bathrooms daily
- Picked up trash downtown, in parks and along White Pine Trail
- Cleaned and maintained City Hall and park public restrooms

MOTOR POOL

- Misc. Vehicles and Equipment:
 - 207 van: replaced battery and a turn signal bulb
 - 209 truck: serviced
 - 221 truck: replaced front drive shaft, front left outer u-joint, hub and brake rotor
 - 301 street sweeper: replaced radiator over flow tank and replaced hydraulic line to dump box.
 - 318 sewer jet: repaired turret safety latch
 - 321 pool pump: serviced and replaced Tung jack. Replaced both battery cables. Set it up at the pool.
- Police & Fire Vehicles:
 - 401: serviced and replaced heater door actuator
 - 403: serviced and performed a 4-wheel brake job
 - 404: serviced and replaced stabilizer bolt kit
 - 405: replaced all 4 brake rotors and pads. Removed most of the police equipment and converted it into the transport car
 - 407: replaced trailer connector and radiator
 - 408: removed from service and started removing police equipment
 - 416: performed a complete brake job and replaced 1 brake caliper

MAIN MAINTENANCE

- MISS Digs
- Performed service line inspections

WATER PLANT

Safety topic: "Keeping Chemical Deliveries Safe"

- Checked generators.
- Ran customer samples.
- Mowed lawns at the plant, Hills of Mitchel Creek, and well field.
- Worked with Chris Bratsis from Thermo Scientific to replace a faulty sensor on the new R.O. unit. This was a warranty repair.
- Adjusted the door on the generator building to close properly.
- Started painting the walls in the Lab.

WASTEWATER PLANT

- The Plant is running well and all 4 aeration basins are still in service. Ferris is now out for the Summer and Plant flows will remain about 40% lower for the season.
- Working with Eric (F&V) to bid out a new 3-year contract for WWTP Biosolids Removal.
- Paula showed Carolyn how to use the purchase order software so we can create and submit our own WWTP purchase orders.
- Performed weekly checks at N. State Str., Waterloo Ste., Novak Lane, Tioga and county lift stations.
- Took west clarifier out of service for cleaning and inspection. After cleaning and vactoring, Dixon Engineering performed an inspection on Tuesday 9th.
- The West Clarifier drive would not re-start. Windemuller Electric diagnosed and replaced a faulty motor control module.
- Once the west clarifier was back in service, the east clarifier was taken out. After cleaning and vactoring, Dixon Engineering performed an inspection on Friday 12th.
- As soon as Dixon submits a preliminary report, we can go out for bid with the Clarifier Painting Project.
- Rotated the screw pumps to change lead / lag operation.
- Two Hach representatives visited the plant, to discuss our lab instrumentation, UVT equipment, and renewal of the annual service contract for both.
- Troy McDonald attended a Lab Microscope Course in Kalamazoo, taught by Doug Hill.
- Fleis & VandenBrink finalized contract documents for us to sign, so Gerace Construction can proceed with the stairway project and Northwest Kent Mechanical can proceed with the digester inlet air piping project.
- Work continues with U.V. channel # 1 bulb replacement and channel maintenance.

Mark Gifford
City Manager

MANAGER'S NEWSLETTER

MAY 19, 2017

NEW BUSINESSES

Work on the new Dunham's Sports is ongoing. It is anticipated that they will open for business in approximately 8 weeks.

Culvers Restaurant on Perry Street, next to the Meijer gas station will be opening Monday, May 22nd.

POOL OPENING

The community pool will open on June 5th, with registration taking place June 5th – 9th.

TREE PLANTING AT CLAY CLIFFS

Heather Bowman and Mark Sweppenheiser met with Rick Lucas of the Mecosta/Osceola Conservation District, to determine a strategy for tree planting at Clay Cliffs. Selecting varieties that will succeed at the location is key to the project. 300 trees will be planted this fall.

PLANNING COMMISSION MEETING

The Planning Commission granted site plan approval for the addition of a 37-space public parking lot at 201 N. Bronson Ave. The parking will service businesses in the Industrial Park area.

DOWNTOWN FLOWERS

Downtown flowers, including hanging baskets and flowers for the various planter locations will be delivered starting May 30th.

LIBRARY

The Library is excited to have "Knit Night" back. Starting Thursday, June 1st, 6:30-8:30 pm, folks who knit, crochet or do needle craft can come together to learn something new and share their skills. Knit Night is scheduled also for Thursday, August 3rd, 6:30-8:30 pm. Grab your needles and supplies and join in.

Movie Makeover continues with "Homeward Bound: An Incredible Journey" made in 1993, Friday, June 2 at 6 pm. Enjoy this newer version of the "incredible journey" of 2 dogs and a cat trying to make it home.

The All Creatures Foundation will be bringing Erik Crooks to the library as part of the Big Rapids Community Library Summer Reading Program. Join us on Thursday, June 15 from 11:15-11:45

a.m. with a presentation geared to 6-12-year old's. Mr. Crooks will be sharing interesting facts on birds and their behavior as part of the "Living with Animals" series. Everyone is welcome.

ROBEN HOOD AIRPORT

Ferris State University graduation brought in a nice Citation CJ3 jet and a Super King Air 200 full of guests for one of the honorary doctorate candidates.

Wind was a deciding factor in an airplane crash at the airport on Sunday, May 7th. The good news is the pilot walked away with a minor cut. The bad news is his plane didn't. Kudos to the Mecosta County Sheriff's Department, Big Rapids Township Fire Department, the ambulance service and Big Rapids Towing for the care and professionalism shown to both the pilot and his prized plane.

Last Friday, May 12th, ArtWorks held their Annual Gala in the community hangar and by all accounts it was a success. Approximately 250 guests enjoyed a beautiful evening. It was a wonderful opportunity to showcase this great airport to non-flying residents.

By the Numbers: April 20th – May 17th

- 39 Jet / Turbo Prop operations: all business related (aerial surveys, FSU, Bader & Sons, Meemos, charter flights, brick company in White Cloud.)
- 178 flight student operations: 46 were students from elsewhere such as Northwestern Michigan College, West Michigan Aviation Academy, School of Missionary Aviation Technology (SMAT), Andrews University.
- 34 operations: Pipeline patrols, local businesses
- 136 operations: Resident pilots, visitors, AeroMed, etc.

PUBLIC SAFETY

In the past week, the Police Division responded to 70 calls for service; nothing in significance to report. Officers had firearms training on Tuesday and Wednesday of this week. Officer David Flore had radar instructor school.

From 5/12 through 5/18 Big Rapids Fire responded to 24 calls for service.

- 16 medical calls
- 3 motor vehicle accidents
- 3 motor vehicle accidents for traffic control and fire coverage
- 1 illegal burn
- 1 fire alarm activation

Ferris allowed crews to train in Taggart Hall on May 12th and 13th. Friday night, firefighters trained into the night practicing high-rise fire attack evolutions. They practiced stretching hose up stair wells as well as fire engine pumping operations. Members also trained using the ladder truck to access and attack fires on multiple floors using the ladder as a water way.

Saturday, area departments were invited to train on real life high rise fire scenarios. City Firefighters, Big Rapids Twp. Fire, Morley Fire Department and Colfax Fire Department participated in the 9-hour day of training. Firefighters ran through multiple scenarios and were able to

practice stretching hoses to elevated floors, search and rescue, ladder operations as well as MAYDAY scenarios and rescuing downed firefighters. After, members broke off into groups to further practice search and rescue operations, ground ladder deployment and ladder truck operations.

Thank you to Ferris State for the opportunity to train as well as Quinn's Music for donating a smoke machine to further enhance the intensity of the training.

Wednesday, May 17th, the department took ownership of 3 new TFT fire nozzles. The nozzles were donated by the Big Rapids Rotary Club. These nozzles are state of the art technology that will considerably reduce the fatigue of firefighters while providing maximum water flow to effectively combat the rapidly changing fire conditions firefighters battle.

CODE ENFORCEMENT ACTIVITIES

Violations:

- | | |
|-------------------|--------------------------|
| (4) Blight | (1) Disabled Vehicles |
| (7) Grass & Weeds | (2) Property Maintenance |
| (10) Signs | (3) Yard Waste |

PARKS AND RECREATION

- The 10th year of the Farmer's Market is underway! Tuesday markets are held from 12:00—5:00 pm and Friday markets are 8:00 am—2:00 pm. There's a wide variety of fresh, local, produce, plants, honey, baked goods, crafts and more!
- Planning for summer programs continues.

PUBLIC WORKS ACTIVITIES

DIAL-A-RIDE

143 Adult Riders - (\$2.00 Fare)

381 Children Riders - (\$1.00 Fare)

768 (\$1.00 Fare) - Seniors (92) and Disabled (676) passengers of which 259 used the wheelchair lift to board

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

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

NO Safe Riders – Done for the summer, will start back up in September. Free rides from local establishments to anyone in the community on Thursday, Friday and Saturday nights 12:00am to 2:30am.

NO Ferris Shuttle Bus – East Campus Mailbox, Lot 28, Allied Health, Campus Community Center, Lot 4, Rock Cafe', Arts and Science, 7:30am -7:00pm

1,363 Total Passengers

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

DPW: STREETS

Safety topic: “Combustible Dust”

- Street sweeping
- Helped Artworks event at the Airport; delivered and picked up stage
- Graveled driveways after curb was removed on Rust Ave
- Put up Farmers Market banners
- Put up pergolas at Pocket Park
- Changed light bulbs on Riverwalk
- Removed animals caught in live traps
- Removed deceased animals from roadways
- Hauled mulch to the Library and Riverview Elementary for gardens
- Repaired water stack on Bailey Dr.
- Checked and jetted sewers per normal daily and call ins
- Filled potholes
- Installed new sign on post on Clark Str.
- Rotated leaves in compost site
- Repaired drive at 717 Willow Ave
- Installed downtown drinking fountain
- Patched on 100 block of Locust Str.
- Dug out patches in pool parking lot; blacktopped

DPW: PARKS

- Removed fallen tree at Clay Cliffs
- Replaced emergency call station covers
- Removed fallen tree at River Street Riverwalk
- Prepped ball fields for games
- Training of seasonal staff
- Sprayed for weeds
- Mowed and weed whipped various City property locations
- Opened bathrooms daily
- Picked up trash downtown, in parks and along White Pine Trail
- Cleaned and maintained City Hall and park public restrooms

MOTOR POOL

- Misc. Vehicles and Equipment:
 - 207 van: replaced battery and turn signal bulb
 - 0-turn mower: rebuilt carburetor and repaired charging system

- 2 wing mowers: replaced leaking hydraulic line. Replaced front deck forks and tires
- 509 compactor: replaced cylinder head gasket and serviced
- 582 mower: serviced and replaced drive belt and air filter
- Airport mower: replaced a cylinder head and serviced
- Replaced a tire on a trailer
- Police & Fire Vehicles:
 - Started installing equipment on the new police cruiser
- Dial-A-Ride:
 - 901: service call for turbo locking up. Replaced turbo charger, exhaust filters. Replaced parking brake shoes.
 - 903: did a grease service.
 - 904: serviced and did a safety inspection. Replaced rear brakes, alternator, belt and idler pulleys. Repaired a coolant leak. Removed exhaust filters and sent out for cleaning, reinstalled filters. Replaced engine control module and programmed.
 - 905: did a grease service and replaced leaky radiator
 - 906: did a grease service. Replaced the alternator and did a front brake job. Serviced and adjusted wheel chair lift
 - 909: did a grease service and replaced wheel chair lift controller

MAIN MAINTENANCE

- Performing service line inspections
- MISS Digs

WATER PLANT

Safety topic: “Climbing Elevated Tanks: The Height of Safety”

- Checked generators.
- Ran customer samples.
- Painted walls in lab at the plant.
- Rebuilt control valve at the State Street booster station.
- Read water meters.

Mark Gifford
City Manager

MANAGER'S NEWSLETTER

MAY 26, 2017

MEMORIAL DAY CEREMONY

Memorial Day Events will begin at the Mecosta County Courthouse at 10:00 am. Following the ceremony at the courthouse, a parade will proceed to Highland View Cemetery. If you need further information, please contact Jean Bennett at 231-823-2366.

717 FINLEY

The demolition of 717 Finley this week. The future of the site is not determined at this time. Thank you to Mark Sochocki and the Housing Commission Board for their partnership on this project.

STUDENTS WORKING IN CLAY CLIFFS

Students from Brookside, Riverview and the Big Rapids Middle School will be planting milkweed in Clay Cliffs Park on June 5th and 6th. This is part of the City's "Save Our Monarch Initiative" by providing the plants the Monarchs need to survive and breed.

AMERICAN PUBLIC WORKS ASSOCIATION AWARD RECEIVED

Staff and the Mayor received the APWA award for the Industrial Park Infrastructure Improvements project at the APWA conference at the Grand Traverse resort in Traverse City on May 25th. This was awarded to the City for the Baldwin Street Bridge Project.

LIBRARY

The Library is one of the sites for the Community Gardens this year. There are some boxes already set up in our park area, with more to come. Community garden plots can be reserved by contacting the Big Rapids Community Gardens directly. Registration forms and information are available on their website, <http://www.bigrapidscommunitygarden.org/>.

It's almost June, so it means summer events will be beginning. The Scholastic Book Fair will be June 5 – June 10 in the community room at the library. This is another opportunity to purchase books for your children and grandchildren, with the Library benefiting from the event too.

The Summer Reading Program at Big Rapids Community Library kicks off on Friday, June 16, from 11 am – 2 pm. The Library Park will be busy; a climbing wall, games, refreshments, and much more. It's a party not to be missed. The "Build a Better World" theme will offer reading challenges to all ages (kids, teens and adults). This year, the Summer Reading Program has its own website where you can sign up, track your summer reading, get information about programs too. Go to

<https://reading.bigrapidslibrary.org/>; and you'll find this link on the library's website too. The Summer Reading Sign Up starts June 5th, with reporting your reading starting June 19th. We can't wait!

PUBLIC SAFETY

In the past week, the Police Division responded to 79 calls for service. Charges were authorized and two arrests made in regards to separate department investigations.

On Tuesday, a 42-year-old South Bend, Indiana male was arrested by Kalamazoo County in the process of fraudulent activity at a local business. Charges were authorized for criminal enterprise by the Mecosta County Prosecutor's Office on Wednesday for similar behavior here and in Newaygo and Osceola Counties on April 20th, 2017. Arrangements are being made to bring the subject back to Big Rapids to be arraigned on the charges here. The male and a second subject, also a 42-year-old male from South Bend, are charged with passing fraudulent checks at local businesses.

On Wednesday, charges were authorized by the Mecosta County Prosecutor's Office against a 24-year-old male and female respectively from White Cloud for 8 counts of Uttering and Publishing. The two are accused of passing stolen checks at a local financial institution on March 2nd, 2017. The two have also been arrested and charged in Newaygo County for the same activity. The male has been arrested and is awaiting arraignment. The female has yet to be arrested.

In the past week, the Fire Division responded to 15 calls for service. Of significance were several dumpster fires. Investigation into the matter continues.

CODE ENFORCEMENT ACTIVITIES

Violations:

- | | |
|-----------------------------|--------------------|
| (2) Blight | (17) Grass & Weeds |
| (2) Parking | (1) Permits |
| (4) Property Maintenance | (5) Signs |
| (2) Uninhabitable Dwellings | (3) Yard Waste |

PUBLIC WORKS ACTIVITIES

DIAL-A-RIDE

113 Adult Riders - (\$2.00 Fare)

364 Children Riders - (\$1.00 Fare)

667 (\$1.00 Fare) - Seniors (81) and Disabled (586) passengers of which 174 used the wheelchair lift to board

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

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

NO Safe Riders – Done for the summer, will start back up in September. Free rides from local establishments to anyone in the community on Thursday, Friday and Saturday nights 12:00am to 2:30am.

NO Ferris Shuttle Bus – East Campus Mailbox, Lot 28, Allied Health, Campus Community Center, Lot 4, Rock Cafe', Arts and Science, 7:30am -7:00pm

1,204 Total Passengers

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

PARKS AND RECREATION

- Summer program flyer is attached.
- Bandshell Summer Concert Series flyer attached.

DPW: STREETS

- Repaired/replaced shingles on pavilion at Northend Riverside Park
- Repaired/replaced shingles on dugouts at Win Kellum
- Picked up branches and cleared hanging limbs from wind
- Spread black dirt the end of Willow Ave
- Removed drive entrances and preparing for curb work on Rust Ave
- Checked all set screws on downtown lights
- Set out flower pots
- Delivered bricks to Holland Park
- Installed new light near Parkview Village
- Checked and jetted sewers per normal daily and call ins
- Filled potholes

DPW: PARKS

- Prepped ball fields for games
- Removed fallen tree at the Depot
- Removed fallen tree at River Street Park
- Spread crusher dust on trail
- Sprayed for knotweed
- Repaired tire swing at Playscape
- Repaired roof at Playscape
- Repaired statue at Hemlock Park
- Repaired railing at Playscape
- Cleared downtown sidewalks and around benches with blower
- Set out recycle bins and extra trash cans at Bandshell for Wheatlake 5k event
- Removed cement debris from power line trail by Disc Golf course at Northend Park
- Mowed and weed whipped various City property locations
- Opened bathrooms daily

- Picked up trash downtown, in parks and along White Pine Trail
- Cleaned and maintained City Hall and park public restrooms

MAIN MAINTENANCE

- MISS Digs
- Performed service line inspections
- Changed out meters and endpoints
- Installed meters at Campus Creek Apartments
- Shut offs/ons
- Troubleshoot high consumption
- Assisted local contractors with water lines
- Meter reads, rereads and final reads

WATER PLANT

Safety topic: “The Safe Use of Compressed Air”

- Checked generators.
- Ran customer samples.
- Painted the four pump to waste pipes at the well house.
- Mowed and fertilized lawn at the plant.
- Read water meters.
- Buffed floors at the plant.
- Repaired a few lights around the plant that were not working.
- Diagnosed faulty fan motor on one of the heaters in the general clarifier room at the plant.

WASTEWATER PLANT

- The Plant is running well, with all 4 aeration basins and 1 clarifier in service.
- Working on a 1-year contract extension with Integrated Controls as our provider of instrumentation controls
- Working on a 1-year contract extension with Biotech Agronomics for Biosolids removal.
- We are improving in our efforts to generate our own purchase orders with the City software.
- Performed weekly checks at N. State St, Waterloo St, Novak Lane, Tioga and county lift stations.

Mark Gifford
City Manager

MANAGER'S NEWSLETTER

JUNE 9, 2017

LIBRARY

The Book Fair at the Library will run through Tuesday, June 13, ending at 5 PM. If you get a chance, stop by. The majority of the books are for young readers (all ages), but there are a few adult titles too. The library gets books for its collection based on the dollar amount of books sold.

Summer Reading's first program is next Thursday June 15th from 11:15-11:45 AM, with Erik Crooks. Eric is bringing Macam, the Macaw to enhance his talk about his experience with birds. The All Creatures Foundation is a sponsor for this event.

The Kickoff for our Summer Reading Program is Friday, June 16, 11 AM to 2 PM. Free hot dogs, face painting, tie dying, and an opportunity to climb the rock wall (25 cent donation for playground equipment requested) – just part of the excitement.

New this year --the Big Rapids Community Library Summer Reading Program is online at "<https://reading.bigrapidslibrary.org>". No "paper" registration forms or tracking sheets. Register online, list your reading online, get points for coming to the library's summer programs, earn badges, create an avatar. Lots of fun stuff. (Thanks to Tim and his IT team for getting the website set up!)

May 2017 statistics:

- Patron count: 2,447
- New library cards issued: 73
- Library programs: 28
- Attendance at programs: 180
- Circulation (items checked out): 4,500

PUBLIC SAFETY

The Police Division responded to 75 calls for service over the past week. There were no calls of significance to report.

The Fire Division responded to 29 calls for service over the past week. There were no significant calls to report.

Department members will be out serving and supporting the Girls on the Run and Back to the Bricks on Saturday.

PARKS AND RECREATION

- The Girls on the Run 5K will be held this Saturday, June 10th at the Bandshell behind Big Rapids Middle School. Registration is from 8:00—9:30 am. Warm-ups will begin at 9:45 a.m. Race begins at 10:00 am. \$5 registration fee for the public.

PUBLIC WORKS ACTIVITIES

DIAL-A-RIDE

136 Adult Riders - (\$2.00 Fare)

228 Children Riders - (\$1.00 Fare)

654 (\$1.00 Fare) - Seniors (77) and Disabled (602) passengers of which 176 used the wheelchair lift to board

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

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

NO Safe Riders – Done for the summer, will start back up in September. Free rides from local establishments to anyone in the community on Thursday, Friday and Saturday nights 12:00am to 2:30am.

NO Ferris Shuttle Bus – East Campus Mailbox, Lot 28, Allied Health, Campus Community Center, Lot 4, Rock Cafe', Arts and Science, 7:30am -7:00pm

1,114 Total Passengers

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

DPW: STREETS

- Backfilled holes on Michigan Ave from fire hydrant and valve work
- Set ½ of stage up at Bandshell for Girls on the Run event
- Set ½ of stage up in front of Chemical Bank for Back to the Bricks event
- Checked and jetted sewers per normal daily and call ins
- Removed deceased animal from Magnolia St
- Repaired water stack on Chestnut St
- Set cones out for Cruise Night at A & W
- Set cones out for Back to Bricks event; set out extra trash cans
- Filled potholes
- Worked with Matt on Michigan Ave
- Watered trees
- Fixed patch on Bronson Ave and Colburn Ave
- Dug out patch on Mecosta Ave for concrete to be poured

- Working on Rust Ave storm sewer
- Dugout drives on Rust Ave
- Set out Farmers Market cones and signs, Tuesday and Friday

DPW: PARKS

- Delivered extra supplies for Relay for Life event
- Prepped ball fields for games
- Cleaned graffiti from castle top at Playscape
- Repaired bridge at Playscape
- Watered flowers
- Mowed and weed whipped parks
- Opened bathrooms daily
- Picked up trash downtown, in the parks and along White Pine Trail
- Cleaned and maintained City Hall and park public restrooms

MOTOR POOL

- Misc. Vehicles and Equipment:
 - 553 wing mower: repaired one of the wind decks wiring
 - 584 front mower: service call to replace a flat tire
 - 216 pickup truck: replaced coolant bypass pipe and thermostat
 - 220 pickup truck: serviced and replaced front brakes
 - 415 staff car: serviced
- Police & Fire Vehicles:
 - 403: serviced and replaced head light wire harness
 - 404: replaced dead battery
 - 408: service call for dead battery, replaced battery
 - 409: serviced
 - 1-4 fire truck: diagnosed and replaced fuel injector pump
- Dial-A-Ride:
 - 904 bus: removed, cleaned and installed exhaust filters
 - 906 bus: diagnosed dim interior lights- found and replaced remote power module. Replaced 4 rear tires and repaired some body trim

MAIN MAINTENANCE

- MISS Digs
- Performed service line inspections
- Changed out meters, endpoints
- Shut offs/ons
- Troubleshooted high consumption
- Meter reads, rereads, final reads

Mark Gifford
City Manager

MANAGER'S NEWSLETTER

JUNE 16, 2017

GOOSE ROUND UP

An attempt was made to capture geese on Thursday, June 15th. Timing did not prove to be ideal, so another attempt will be made on June 22nd.

PLANNING COMMISSION

The City Planning Commission will meet on Wednesday, June 21st for their regular meeting. One item for discussion is the possibility of having chickens within the City limits.

LIBRARY CHICKEN BBQ FUNDRAISER

Coming next weekend (Saturday, June 24th) is the main fundraiser for the Library. Every year the Saw Mill Salon hosts this wonderful event to help offset the rising costs at the Library. The event starts at 3 pm and runs till 9 pm (although you can stay after for more music). Dinner starts at 4 pm, ticket prices are as follows:

Adult meal:	\$10.00 includes BBQ Chicken, sides & dessert
Child	\$ 5.00 Includes Hot Dog Meal
Music only	\$ 5.00 Live Entertainment Only

This is a wonderful way to support our community. Please make the effort to stop in and enjoy the food, music and fun.

AIRPORT

Please join us next Saturday, the 24th for AirFest. The event will be from 7 am to 1 pm. We have a great pancake breakfast on tap from 7 - 11 a.m. If the weather cooperates we usually get about 60 airplanes from around Michigan that fly in. (Pilots love flying and food!) The Metzger Family Band will be entertaining us from 8:30 am – 10:00 am followed by the Broken Glass String Band performing from 10:00 am – 11:30 am. The “Kiddie Plane Train” will be available for the young ones to enjoy. The Mecosta County Senior Center will have their wonderful baked goods for sale. Airplane rides are available and area merchants have donated lots of door prizes. There is something for the whole family!

Last weekend Pilots for Christ used our airport as the venue for one of four events they will have this summer. Using four airplanes, free airplane rides were given to 84 people. There were a lot of smiles and happy first time flyers!

By the Numbers: May 18th – June 14th

- Jet / Turbo Prop Operations: 42 (Local businesses, pipeline surveys, charters, Angel Flight)
- Student Pilots Operations: 94
- Resident Pilots / AeroMed: 112
- Other Operations: 150 (Aerial spraying, fuel stops, visiting family, business in area, FSU, golf, Dacy Air Show, dinner in town)

LIBRARY

Summer Reading Kickoff Frenzy at the library this week. Friday morning's event in our park features free hot dogs, other refreshments for purchase, tie dying, face painting, rock wall climbing, and of course, excited kids, parents and grandparents. Looks like the weather will be cooperating. Sign-up for the Summer Reading Program continues; we've have had a good response to the online sign-up program already. The "tracking" of everyone's reading minutes and program attendance has already begun. Next week, starting June 19th, participants can come to the library and begin claiming prizes for the milestones they've already reached.

Thursday's appearance of Erik Crooks and Macam, the Macaw on June 15th was fun and educational for everyone – and just the first of many different programs coming up over the next 6 weeks for this summer's reading program at the library.

Have you seen the "gnome house" rising from the remains of the old maple on Oak Street, at the edge of the library's park? It is already bringing a smile to kids and adults as they see its creation. Thanks to Mark Sweppenheiser for being a part of our "Build A Better World" summer reading theme with his work on this house. We look forward to having the Gnome House as a bonus feature of our park as we continue to develop this space.

The Community Garden plots (small in number right now) are beginning to bloom; hammocks to use in the reading space in the park should be available soon. We'll keep everyone posted on the happenings and changes to the park space.

The Summer Movie Series opens Friday, June 23rd with "Road to Bali", a classic Bob Hope and Bing Crosby film. Storytime' are back starting June 21st too. Pick up one of the "Big Rapids Community Library Summer Programs for Kids & Adults" brochures that list the dates for so many programs. (Some are at the info area at City Hall too.)

The Scholastic Book Fair ended and was a success for everyone buying books and book-related items. The library was able to purchase and add many new books for the juvenile collection from this year's sale. They are on display as you enter the first floor, and 50% of these new items have already been checked out by our patrons. Good titles going fast!

The Adult PC and Technology Class Schedule for summer includes an evening class on Wednesday, June 21st (Google Drive); Wednesday, July 26th (Windows 10); and Wednesday, August 16th (Internet Searching Tips). Drop-in sessions on Wednesday, Noon to 2 PM; and one-on-one book-a-tech librarian appointments continue to be available to help with basic software and device training and questions. Like the "summer slide" that school students experience, adults should be considering ways to read and learn throughout the summer season, even though it is difficult to make time for lifelong learning opportunities.

LIBRARY, WEEK OF JUNE 19TH

M, 6/19 – Coloring Flower Pots: 1-2 PM

T, 6/20 – Cirque Among Us: 1-2 PM

W, 6/21 – Storytime: 10:30 AM

W, 6/21 – Google Drive class: 5:30-6:30 PM

Th, 6/22 – Potion Lab: 3-4 PM

F, 6/23 – “Road to Bali” film: 8:30 PM

Sat, 6/24 – Friends of the Library Annual Chicken BBQ @ the Sawmill, 3-9 PM (dinner starts @ 4)

PUBLIC SAFETY

- On Friday, June 16th, Sergeant Jeff Hauger graduated from Staff and Command School. Congratulations to him for his hard work and dedication to his profession.
- The Police Division responded to 93 calls for service over the past week. There were no significant calls to report.
- The department had its LEIN audit on Wednesday, and passed with flying colors.
- In the past week, the Fire Division responded to 17 calls for service. This week also saw our firefighters doing hose testing.

CODE ENFORCEMENT

Violations:

(5) Blight	(5) Disabled vehicles
(7) Furniture	(7) Garbage & rubbish
(48) Grass & weeds	(4) Parking
(1) Permits	(5) Polycart placement
(4) Property maintenance	(1) Recreational vehicles
(2) Sidewalks/streets	(17) Signs
(4) Yard waste	

PUBLIC WORKS ACTIVITIES

DPW: STREETS

- Checked and jetted sewers per normal daily and call ins
- Set out Farmers Market cones and signs, Tuesday and Friday

DPW: PARKS

- Delivered and spread mulch at the city signs on Perry Ave and on N State St by Airport
- Attached “Out of Order” signs to 2 call stations
- Delivered supplies for the Back to the Bricks, Girls on the Run and Little League events over the past weekend.
- Repaired Hemlock flag pole
- Repaired irrigation on ballfield
- Watered trees by City Hall

- Prepped ball fields for games
- Watered and pruned all flowers; downtown and in the parks
- Mowed and weed whipped parks
- Picked up trash downtown and in parks and along White Pine Trail
- Opened, cleaned and maintained City Hall and park public restroom

MAIN MAINTENANCE

- MISS Digs
- Changed out meters, endpoints
- Shut offs/ons
- Troubleshooting high consumption
- Meter reads, rereads, final reads

WATER PLANT

- Investigated a pressure loss issue that was occurring at Altercare and Haworth
- Staff is working daily on the new State requirements for the sampling and testing of water for lead or copper from various locations within the City.

WASTEWATER PLANT

- The Plant is running well, with 3 aeration basins and 1 clarifier in service.
- Approved a 1-year contract extension with Integrated Controls as our provider.
- Approved a 1-year contract extension with Biotech Agronomics for Biosolids removal.
- Approved a new 3-year contract with Michigan Cat, for city-wide generator service.
- Operators fabricated parts and performed welded repairs on the East Clarifier Skimmer.
- Gerace Construction is fabricating an aluminum staircase which will be installed as our North Plant Stairway. Installation is expected within the next couple of weeks.
- Received and reviewed 4 bids for the Final Clarifier Blasting and Coating Project. A recommendation will be presented to the City Commission on June 19 for approval.
- Ordered and received 4,000 gallons of Ferric Chloride from Webb Chemical.
- Ordered and received U.V. bulbs, quartz sleeves and o-ring kits from Uveon.
- Received a quote from Integrated Controls to replace 4 gas-detection sensors in the Headworks and Grease & Grit Buildings.
- Jay, Tim and Eric are replacing and updating 7 network switches here at the Plant.
- Waiting for word from Northwest Kent Mechanical on a start-date, regarding the Digester Air Intake Piping Project.
- Four-hour power outage at the Plant on Saturday June 10. The Plant operated on generator power until Consumers Energy restored utility power.
- Michael Oil topped off our Plant Generator fuel tank, following the power outage.
- Continue with mowing, grounds work and other seasonal cleaning and maintenance.
- Conducted a Plant Tour for one of Dr. Franklund's Microbiology Summer Classes.

Mark Gifford, City Manager

MANAGER'S NEWSLETTER

JUNE 23, 2017

FOUNDATION GRANTS

The City has received disbursements from the Foundation for a number of City Projects:

- \$36,100 from the Miller/Ahlgren Fund and \$18,900 from the Riverwalk Fund to pave the parking lot at Swede Hill Park
- \$10,000 from the Riverwalk Fund to replace problem sections of the Riverwalk
- \$1,000 from Donor to plant fish in the Muskegon River

The City benefits greatly from having a very generous community and active Community Foundation.

CHAMBER AND CONVENTION & VISITORS CENTER

Congratulations to the Chamber of Commerce and Convention & Visitors Bureau for the completion of the new Visitors Center on State Street. They begin the tall task of moving their offices on Monday!!

SIDEWALK PROGRAM

Removal and replacement of sidewalks will conclude the week of June 26th.

BANDSHELL CONCERTS

Bandshell Concerts began on June 21st and will be every Wednesday evening (7:00 p.m.) through August 16th. The lineup is as follows:

- June 28th – FSU Community Summer Band
- July 5th – FSU Community Summer Band
- July 12th – Outlaw Express
- July 19th – Key West Permafrost Blues Band
- July 26th – Coldville
- August 2nd – Rachel B.
- August 9th – White Bee
- August 16th – The Turnips

All concerts are Free!!

EVENTS

Coming this weekend (Saturday, June 24th) is the main fundraiser for the Library. Every year the Saw Mill Salon hosts this wonderful event to help offset the rising costs at the Library. The event starts at 3 pm and runs till 9 pm (although you can stay after for more music). Dinner starts at 4 pm, ticket prices are as follows:

Adult meal:	\$10.00 Includes BBQ Chicken, sides & dessert
Child	\$ 5.00 Includes Hot Dog Meal
Music only	\$ 5.00 Live Entertainment Only

This is a wonderful way to support our community. Please make the effort to stop in and enjoy the food, music and fun.

Please join us this Saturday, the 24th for AirFest. The event will be from 7 am to 1 pm. We have a great pancake breakfast on tap from 7 - 11 a.m. If the weather cooperates we usually get about 60 airplanes from around Michigan that fly in. (Pilots love flying and food!) The Metzger Family Band will be entertaining us from 8:30 am – 10:00 am followed by the Broken Glass String Band performing from 10:00 am – 11:30 am. The “Kiddie Plane Train” will be available for the young ones to enjoy.

The Mecosta County Senior Center will have their wonderful baked goods for sale. Airplane rides are available and area merchants have donated lots of door prizes. There is something for the whole family!

LIBRARY

The Playground Committee for the library park met this week and now is in the process of choosing the kind of playground equipment they want. This will include getting pricing and product specifications for the playground nodes proposed for the park. This is just one piece of the library park development plan. We are excited to have the community garden sign up on the posts (lots of colors on our sign), plus our gnome house that has joined the pencil tree as a focal point. Since many of the events for the library’s summer programs are taking place in the park, it’s a great way for the community to get to know the park grounds.

The Big Rapids Community Library Summer Reading Program is in full swing. Opening day festivities for the Summer Reading Program took place at the park, with the rock wall, face painting, bounce house, free hot dogs and more. Cirque Among Us performed in the park on Tuesday; and the first summer movie, “Road to Bali” will be enjoyed in the park on Friday. Lots of traffic in the library with people already claiming their prizes, after more than a week to track their reading and attendance at events. Besides the events that were showcased above, programs this week included potion making and coloring/painting flower pots. The staff and patrons are all smiles as everyone is having fun and checking out the prizes they can receive after tracking the reading for the summer. Lots of new books flying off the shelves to fuel the interests of all ages of readers. Adults can also register and enjoy tracking their reading and being eligible for some prizes. The Pioneer newspaper has posted several photos and articles on the current happenings at the library and we love it!

Please don’t forget the Friends of the Library Annual Chicken BBQ is this Saturday, June 24 at the Sawmill. Opening from 3-9 pm, with dinner starting at 4 pm, dinner is \$10 and entertainment only is \$5. This is a fundraiser for the library and a much-anticipated annual gathering.

PUBLIC SAFETY

- The Police Division responded to 77 calls for service over the past week. There were no calls of significance to report.
- The Fire Division responded to 10 calls for service over the past week. Part Time Staff conducted training evolution’s with E4 and E2 on Pump and Hydrant Operations.

PUBLIC WORKS ACTIVITIES

DIAL-A-RIDE

325 Adult Riders - (\$2.00 Fare)

456 Children Riders - (\$1.00 Fare)

1582 (\$1.00 Fare) - Seniors (223) and Disabled (1359) passengers of which 362 used the wheelchair lift to board

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

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

NO Safe Riders – **Done for the summer will start back up in September** (free rides from local establishments to anyone in the community on Thursday, Friday and Saturday nights 12:00am to 2:30am)

NO Ferris Shuttle Bus – **Done for the summer will start back up in September** (East Campus Mailbox, Lot 28, Allied Health, Campus Community Center, Lot 4, Rock Cafe, Lot 50, Arts and Science, 7:30am -7:00pm)

2535 Total Passengers

1046 Out of City Riders - Anyone we pick up or drop off outside the Big Rapids City Limits

DPW: STREETS

- Worked on Rust Ave installing storm sewer, building catch basins, black dirt the yards, digging out for new curb to be installed
- Cleaned our sand trucks
- Put out cones for parade and picked them up
- Swept the downtown
- Sewers and jetted all of Rust Ave from 131 to Hutchinson street
- Fixed water stack at 629 Division St
- Brined some alleys
- Raised a sanitary manhole on Rust Ave to street grade
- Sawed drive on 600 block of Rust Ave and dug it out, black topped it from the sidewalk program
- Started painting parking lots
- Cleaned drains
- Set out cones for ice cream social on Willow Ave
- Washed trucks

Mark Gifford, City Manager

MANAGER'S NEWSLETTER

JUNE 30, 2017

CITY'S COMPREHENSIVE PLANS

Dave Bee from the West Michigan Planning Commission has a draft of the updated Comprehensive Plan for the City and has been working closely with Mark Sweppenheiser in its development. The next step in the process will be communication with neighboring governmental units to gather input.

MONARCH DISPLAY IN CITY HALL

Heather Bowman has worked with Sandy Persons to establish a Monarch display in City Hall. Stop by to see the caterpillars transform into butterflies! The hope is to tag some of the Monarchs later this summer.

CLARIFIER PROJECT AT WWTP

The maintenance project on the clarifiers at the WWTP began this week. This is an important improvement for the plant. For more information, contact Heather Bowman at 231-592-4018.

4TH OF JULY EVENTS

The Jaycees are hosting a parade downtown on the 4th starting at 6:00 p.m. and fireworks at the Fairgrounds at dusk. Big thanks to the Jaycees continuing these great traditions.

POOL FUN NIGHT

The Charles E. Fairman Community Pool Fun Night will be July 13th, from 6:00 – 7:45. Admission to the pool is free and ice cream and cake will be provided.

LIBRARY

The Library is happy to announce we have been awarded a \$2,000 Library Services & Technology Act grant to purchase Little Free Libraries to be placed around the City of Big Rapids. These funds are made available through the LSTA and are administered by our state library (the Library of Michigan). With this grant, our goal is to purchase, install and stock 10 little free libraries in different parks and neighborhoods. Additionally, the Library received a \$500 grant from for the Mid-Michigan Library League for the Little Free Library that will be placed in the library park. We'll keep everyone posted as we launch this fun and worthwhile literacy program throughout our city.

The Library took part in the annual Senior Enrichment Day this week, which took place at Big Rapids High School. Spreading the word about the adult programs the library offers and interacting with the attendees and other organizations can really make a difference. We were highlighting all the summer programs we are offering for adults: the seed library series, the classic movies being shown

outside in the park, the free computer and technology help and classes offered, the summer reading program which is available for all ages, and sharing the plan for the library park.

Additional summer reading announcements this week were: Gordon, the Magician came to the library on Thursday (June 29) and he was a rousing success; a 3-D printer was extruding fun little items for a few days (and we will get it back again because it is so popular); story times & activities were offered at the Summer Lunch Program at the middle school. Next Thursday, July 6, Lego Day is expected to garner a building frenzy for participants (2-3 pm). Don't miss Saturday's, "Build-a-Journal" DIY project for adults where you can make your own book (sew pages together, make a cover, etc.) The Saturday program will be open from 12-3 pm.

PUBLIC SAFETY

- In the past week, the Police Division responded to 67 calls for service.
- Of significance was an area check on early Friday morning where officers were dispatched to the 300 block of S. 4th Steet for suspicious vehicle complaint. Upon arrival on scene, four subjects fled on foot to the south. Area was checked UTL subjects who ran. The vehicle left on scene was impounded and a backpack was found during vehicle inventory search which contained marijuana, digital scales, and ID for 19-year-old male. He was later located at his mother's residence and arrested for "possession with intent to deliver" marijuana.
- Last Friday an officer took a complaint of a lost or stolen credit card that had been used without authorization at a few locations. Officers have identified 3 subjects using the card. Charges will be sought.
- In the past week, the Fire Division responded to 18 calls for service. There were no calls of significance in nature to report.

PARKS AND RECREATION

- Summer concerts continue at the bandshell every Wednesday evening from 7:00-9:00 pm
- The Farmers Market continues every Tuesday and Friday. We are seeking vendors to join the Tuesday market.
- Attended Senior Enrichment Day at Big Rapids High School to help promote senior recreation programs in Mecosta and surrounding counties.
- Due to the closing of the FSU rec center pool, water aerobics has been cancelled for the duration of the summer. Participants are being directed to utilize the community pool.

CODE ENFORCEMENT

Violations:

- | | |
|--------------------------|-----------------------------|
| (8) Blight | (3) Disabled Vehicles |
| (3) Furniture | (42) Grass & Weeds |
| (3) Parking | (2) Permits |
| (2) Property Maintenance | (3) Recreational Vehicles |
| (10) Signs | (4) Uninhabitable Dwellings |
| (7) Yard Waste | |

PUBLIC WORKS ACTIVITIES

DIAL-A-RIDE

154 Adult Riders - (\$2.00 Fare)

125 Children Riders - (\$1.00 Fare)

760 (\$1.00 Fare) - Seniors (75) and Disabled (581) passengers of which 202 used the wheelchair lift to board

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

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

NO Safe Riders – Done for the summer, will start back up in September. Free rides from local establishments to anyone in the community on Thursday, Friday and Saturday nights 12:00am to 2:30am.

NO Ferris Shuttle Bus – East Campus Mailbox, Lot 28, Allied Health, Campus Community Center, Lot 4, Rock Cafe', Arts and Science, 7:30am -7:00pm

1,180 Total Passengers

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

DPW: STREETS

- Took garbage cans out to the airport for AirFest
- Cleaned drains
- Moved stuff for the Clerk's office
- Fixed washouts on Michigan Ave
- Picked up cones from drive on Clark St after blacktop was done
- Repaired stack at 200 block S Michigan Ave and 1205 Speer St
- Working on all week; black dirt and drives and hauling waste away getting ready for road gravel on Rust Ave
- Hauled garbage cans off Rust Ave that the garbage trucks didn't get
- Changed 4 downtown banners that were torn, took them to get fixed
- Filled pot holes
- Repaired sink hole by sidewalk at Rust Ave and Hutchinson St
- Swept downtown
- Rotated leaves in leaf pit
- Checked and jetted sewers per normal daily and call ins
- Set out Farmers Market cones and signs, Tuesday and Friday

DPW: PARKS

- Spraying for weeds downtown, parking lots and streets

- Replaced a few sprinkler heads at Win Kellum
- Delivered extra supplies for Hemlock ballfield tournament
- Delivered extra supplies for ice cream social
- Delivered extra supplies to Bandshell for Amateur Radio Field Day
- Watering of trees at city hall
- Spraying for bees at city hall
- Prepped ball fields for games
- Watered and maintained flowers
- Mowed and weed whipped parks and downtown
- Opened and cleaned bathrooms daily
- Picked up trash downtown and in parks
- Cleaned and maintained City Hall and park public restrooms
- Misc Vehicles and Equipment:

MOTOR POOL

- 104 dump truck: repaired power steering gear box leak
- 106 dump truck: replaced some exhaust pipes and clamps
- 217 pickup truck: serviced and repaired exhaust leak
- 226 pickup truck: serviced
- 303 loader: serviced
- 307 airport tractor: service call to replace tube in tire
- 314 stone roller: serviced
- 554 wing mower: rebuilt and replaced 5 blade spindles and bearings in the idler pulley. Replaced front deck forks and bushings. Service call to replace a tire. Cleaned radiator and tightened fan belt. Replaced air filters
- 414 staff car: serviced
- Police & Fire Vehicles:
 - 402 police car: serviced and replaced front tires
 - 403 police car: replaced window regulator
 - 405 police car: installed some lights and replaced battery
 - 1-1 Rescue truck: replaced a window regulator
- Dial-A-Ride:
 - 909 bus: replaced rear A/C fan motor

MAIN MAINTENANCE

- MISS Digs
- Shut offs/ons
- Meter reads, rereads, final reads

WATER PLANT

Safety Topic: Cutting Pipe Safely with Power Saws

- Checked generators.
- Ran customer samples.

- Finished processing the Lead/Copper results and hand delivered them to each resident/business.
- Mowed lawn at the well house and H.M.C.
- Read water meters.
- Sent the final lead/copper report to the DEQ and Health department.

WASTEWATER PLANT

- The Plant continues to run well, with 3 aeration basins and 1 clarifier in service.
- Plant power outage last week during a storm, resulting in a call-in with multiple alarms.
- The east clarifier skimmer has been rebuilt and is ready to re-install; once the clarifier blasting and painting project is complete.
- Pre-construction meeting for the final clarifier project was held at the WWTP, with Fleis & VandenBrink, Quality Maintenance Contractors and Plant and City Staff participating.
- Gerace Construction is fabricating an aluminum staircase which will become our new North Digester and Plant Stairway. Installation is expected very soon.
- Quality Maintenance Contractors is on-site and beginning work on our east clarifier.
- A spray water supply line failed over the weekend, which feeds our headworks screening system. Emergency repairs were made and the spray bar is back in service.
- Participated in the Sewer User-Charge Meeting, with City and Township Staff present.
- Participated in the Wellhead Protection Meeting, which was re-scheduled for October 4th, due to insufficient attendance at last week's meeting.
- Reviewed a quote with Jay Norris (Integrated Controls) to replace 4 gas-detection sensors in the Headworks and Grease & Grit Buildings.
- Reviewed proposals from Jay Norris and Hach Corporation, regarding new dissolved oxygen sensors and related equipment for our ongoing aeration basin project.
- Replacement of 7 network switches is in-process here at the Plant (Jay, Tim, Eric).
- Northwest Kent Mechanical has completed installation of new intake air filter and piping assemblies on each of our 4 digester blowers. Painting will be completed by Friday.
- Amy Prescott and Jake Renne successfully passed the "D" Wastewater License Exam. Please congratulate and thank them for their hard work and successful effort.

Mark Gifford, City Manager

MANAGER'S NEWSLETTER

JULY 7, 2017

BERGELIN HOUSE

Painting and maintenance has begun at the Bergelin House. Thank you to the Big Rapids Historic Preservation Commission for their commitment to the community and upkeep of its historic assets.

A JULY 4TH THANK YOU

Thank You to the Big Rapids Jaycees for organizing and funding the special events on July 4th! As always, the fireworks were fabulous!

MECOSTA COUNTY AREA FAIR

Next week, the fair starts and runs from July 10th to July 15th. Make sure you take the time to enjoy the festivities.

MUSEUM DEDICATION

Sunday, July 16th, from 2:00–4:00 p.m., the Mecosta County Historical Museum will host a dedication/ribbon cutting for the new barrier free ramp that was constructed.

LIBRARY

The Summer Reading Program continues to gain momentum for our area's avid readers. Participants not only choose to read their favorite titles, but the software program offers challenges to earn extra points by reading some specific books on certain topics. This helps everyone get interested in different topics when they see these new titles. Plus, of course, there are outside activities and programs that can garner points for the participants, as they work for lots of offered prizes.

The activities this holiday week for the Summer Reading Program included a picnic & activities in the park centered around Storytime; Lego Day at the Library; where new and fun creations were built, and the upcoming journal/book making DIY project that is open to adults on Saturday, July 8th, Noon – 3 pm.

Don't forget the Friday Classic Movie in the Park. The July 7th movie is "His Girl Friday", the 1940 film starring Cary Grant and Rosalind Russell. Movie starts at 8:30 p m; bring a chair or blanket. Fun entertainment for all!

The library is working with The Pioneer newspaper, providing book lists centered around our American holidays. On Tuesday, July 2nd, the Patriotic Book List was published in The Pioneer and a picture of Tirzah, a member of our staff was featured in the accompanying article.

The week of July 10th will include a new activity for our Summer Reading Program. Monday, July 10th and Tuesday, July 11th (during the library's hours) are "Fort Days". Kids and adult will build forts out of cardboard and hopefully create structures they can play in. Should be lots of fun. Watch for the pictures on our Facebook page – seeing will be believing!

PUBLIC SAFETY

- In the past week, the Police Division responded to 91 calls for service. There were no calls of significance. Officers continue to investigate the unauthorized use of a credit card that had been lost. Suspects have been identified and charges will be sought the first of next week.
- In the past week, the Fire Division responded to 17 calls for service. There were no calls of significance to report.
- On Thursday, members of the department helped celebrate the retirement of Officer Tom Adams of the FSU Police department after 32 years of service. He will be greatly missed. We wish him happiness in his retirement.

CODE ENFORCEMENT

Violations:

(3) Blight	(2) Disabled Vehicles
(1) Furniture	(2) Garbage & Rubbish
(7) Grass & Weeds	(1) Permits
(5) Polycart Placement	(6) Property Maintenance
(1) Recreational Vehicles	(9) Signs
(1) Swimming Pools	(1) Yard Waste

PUBLIC WORKS ACTIVITIES

DIAL-A-RIDE

175 Adult Riders - (\$2.00 Fare)

251 Children Riders - (\$1.00 Fare)

679 (\$1.00 Fare) - Seniors (89) and Disabled (590) passengers of which 154 used the wheelchair lift to board

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

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

NO Safe Riders – Done for the summer, will start back up in September. Free rides from local establishments to anyone in the community on Thursday, Friday and Saturday nights 12:00am to 2:30am.

NO Ferris Shuttle Bus – East Campus Mailbox, Lot 28, Allied Health, Campus Community Center, Lot 4, Rock Cafe', Arts and Science, 7:30am -7:00pm

1,191 Total Passengers

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

DPW: STREETS

- Worked on Rust Ave all week; put road gravel down, installed manhole covers, black dirt behind curbs; hauled away excess materials; applied brine to control dust; picked up cones and barricades
- Put together road closed signs for upcoming Michigan Ave project
- Graveled some alleys
- Watered trees
- Installed a water service on Chestnut St
- Swept downtown
- Set out and picked up cones and signs for July 4th parade
- Checked and jetted sewers per normal daily and call ins
- Set out Farmers Market cones and signs on Tuesday and Friday

DPW: PARKS

- Prepped ball fields for games
- Watered and maintained flowers
- Mowed and weed whipped parks, downtown and ballfields
- Repaired irrigation leak at Vogel Field
- Took extra supplies to Hemlock for Old Timers Game
- Trimmed bushes in city parking lots and grounds
- Picked up trash downtown and in parks
- Opened, cleaned and maintained City Hall and park public restrooms daily

MAIN MAINTENANCE

- MISS Digs
- Shut offs/ons
- Meter reads, rereads, final reads

WATER PLANT

Safety Topic: “Message to Self: Distracted Driving Is Dangerous”

- Checked generators.
- Ran customer samples.
- Performed QA/QC procedures in lab.
- Buffed and polished floors at the plant.
- Cleaned up scrap metal left at Perry water tower by cell phone contractors.
- Calibrated the PH and Chlorine probes at the State St booster station.

- Cleaned up clutter in the State St booster station.
- Assisted Rob from Mall City Mechanical with the removal and replacement of the plumbing to the sprinkler system and sample tap at the State street booster station. This was done to correct the high lead concentration level found at this site during last month's Lead/ Copper testing.

Mark Gifford, City Manager

MANAGER'S NEWSLETTER

JULY 14, 2017

COMMUNITY LOSS

We are all saddened at the sudden loss of Mike Lafferty. Mike's commitment to the Roben Hood Airport and to the whole community was exceptional. The Airport flourished under his leadership and many will benefit long into the future because of his hard work and dedication. Thoughts and prayers are with his family during this trying time.

MICHIGAN AVE. CONSTRUCTION

Construction has begun on Michigan Ave. and will continue for the next few weeks. Work extends from Linden Street to Cedar.

PLANNING COMMISSION AGENDA

The July 19th Planning Commission agenda includes discussion of the donation of property to the City at 804 N. State Street, future of the former Chamber of Commerce building in Mitchell Creek Park and proposed rezoning of E. 400 block of North State Street.

DOG HAZING IN CITY PARKS

One solution to deal with nuisance geese is to employ border collies that are trained to deter the birds. They will not harm them in any way, but will scare them with the hopes that they move on to other locations. This process will begin in the City Parks at the end of July and proceed through the early fall.

LIBRARY

The Library is pleased to announce we've been awarded a \$5,000 grant from TransCanada towards the purchase of playground equipment to be installed in the library park.

Summer programs continue at the library. It's been a busy week with a variety of activities. Here's what will be happening:

- Monday, July 17 is "Build-A-Brain" Trivia Night, 6-8 pm.
- Tuesday, July 18, 3-4 pm, come to make friendship bracelets to wear and trade.
- Storytime's are at 10:30 am on Wednesday, at the library (Building Blueprints)
- Thursday, July 20, "Explore 4H" from 1-2 pm; and the "Seed Saving" adult program is at 5:30 pm
- Friday at 10:30 am is another Storytime at Farmer's Market/City Hall (Trucks That Help Build). Another "Movie in the Park" on Friday, July 21 is "Little Shop of Horrors", which starts at about 8:30 pm.

We are excited that we've been able to tap the creative ability of one of our summer pages to render a timeline of the history of the Big Rapids Community Library in one of our stairwells. Stop by and see how our new "artwork" is progressing. It's simply amazing and a wonderful way to interest our community into the history of our beautiful town!

PUBLIC SAFETY

In the past week, the Police Division responded to 66 calls for service. On Sunday, June 9th, the Police and Fire Divisions investigated a fire at the St. Mary's Parish Center. A 13-year-old boy was found to have started the paper towel dispenser on fire using a lighter. There was minimal damage as a result.

On Friday, June 14th, members of the department took part in driving training at FSU.

The Fire Division responded to 14 calls for service over the past week. Of significance was a 4-year-old female that was attacked by a dog at residence on Cypress in Barton Twp.

RECREATION

- Summer concerts continue at the Bandshell every Wednesday evening from 7:00—9:00pm.
- Classic Car Cruise Ins begin this Friday, July 14th from 6:00—8:00pm downtown.
- The Farmers Market 10th Anniversary Celebration will be held on Friday, August 4th.

PUBLIC WORKS ACTIVITIES

DIAL-A-RIDE

157 Adult Riders - (\$2.00 Fare)

153 Children Riders - (\$1.00 Fare)

700 (\$1.00 Fare) - Seniors (68) and Disabled (632) passengers of which 170 used the wheelchair lift to board

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

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

NO Safe Riders – Done for the summer, will start back up in September. Free rides from local establishments to anyone in the community on Thursday, Friday and Saturday nights 12:00am to 2:30am.

NO Ferris Shuttle Bus – East Campus Mailbox, Lot 28, Allied Health, Campus Community Center, Lot 4, Rock Cafe', Arts and Science, 7:30am -7:00pm

1,107 Total Passengers

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

DPW: STREETS

- Weed whipped around guardrail on Woodward Ave
- Dug out a patch on S Bronson Ave and blacktopped it
- Set out temporary "No Parking" signs and cones on S Michigan Ave
- Swept downtown
- Painted handicap parking lot spaces
- Removed animals caught in live traps
- Repaired 2 broken umbrellas
- Sawed patch on 400 block of Fuller Ave
- Repaired a sanitary sewer on intersection of Fuller Ave and Division St
- Cleaned up the back yard
- Graded alleys and gravel roads
- Checking the temporary "No Parking" signs on Pere Marquette Ave during the week while the fair is going on
- Checked and jetted sewers per normal daily and call ins
- Set out Farmers Market cones and signs, Tuesday and Friday

DPW: PARKS

- Prepped ball fields for games
- Removed fallen tree from Riverwalk near Swede Hill Park
- Continued spraying weeds
- Continued trimming bushes at parking lots
- Delivered extra supplies for ballfield tournaments
- Watered and maintained flowers
- Mowed and weed whipped parks, downtown and ballfields
- Picked up trash downtown and in parks
- Opened, cleaned and maintained City Hall and park public restrooms daily

MAIN MAINTENANCE

- MISS Digs
- Shut offs/ons
- Meter reads, rereads, final reads

WASTEWATER PLANT

- The Plant continues to run well, with 3 aeration basins and 1 clarifier in service.
- Procurement and consumption of Rotary Chicken Dinners was the priority this week.
- Control failure at North State Lift Station. Operators manually pumped the station from Friday 7th thru Monday 10th. Operators and Shoreline Power installed a new, updated controller and transducer combination to replace the failed obsolete equipment.
- Purchased a new gas-powered pressure washer, to replace a failed electric washer. Power washing and cleaning continues in one of the U.V. Disinfection channels.
- Gerace Construction is fabricating an aluminum staircase which will become our new North Digester and Plant Stairway. Installation is expected very soon.

- Quality Maintenance Contractors got off to a slow start, but is now making good progress with blasting and painting in our East Clarifier.
- An update meeting is planned for next week, to review progress on our Clarifier Project.
- Replacement parts for both clarifiers have been ordered from Ovivo Water Systems.
- Received two competitive parts quotes for a rebuild of one of our Moyno Pumps.
- Seven network switches have been purchased and are scheduled for programming and installation by Jay, Tim and Eric.
- Rhino-Lining and entry steps were installed on the new Plant Pickup. Thanks, Scott!
- Working with Fleis and VandenBrink to gather information for our Annual Asset Management Report.
- Working on a P.O. and purchase details regarding a new replacement Digester Blower Motor from Heco, Inc. of Kalamazoo, MI.
- Mowing, trimming and other Summer maintenance continues in and around the Plant.

Mark Gifford, City Manager

MANAGER'S NEWSLETTER

JULY 21, 2017

NATIONAL GUARD TO VOLUNTEER AT PLAYScape

The National Guard Troops are giving back to the community by volunteering to perform maintenance on Playscape. Today they are sanding the structure down. At a later date, it will be re-stained. The City is very thankful for their involvement in the community.

BERGELIN HOUSE PAINTING

The City partnered with the Historic Preservation Commission to have the Bergelin House painted. Along with the nice new paint, work was done on the eaves, soffit and basement window wells.

NATIONAL NIGHT OUT

Public Safety will once again host National Night Out on August 1st from 6:00 pm to 9:00pm. Please make plans to stop by and participate in the fun!! The event is a family and community oriented event and will have a lot of **FREE** activities, games and prizes.

TOUR OF NORTH RESIDENCE HALL

The Mayor and City Staff received a tour of the new North Residence Hall on campus. Over 400 students will call the new location home starting in August. This state of the art building is a wonderful addition to Ferris State University and something the whole community can be proud of.

VOTE FOR HOLLAND PARK HOMEFRONT HEROES AND VETERANS MEMORIAL

Visit <http://cea.mml.org/vote/> by July 30th to place your vote!!

DUNHAMS

Dunham's Sports plans to open the first week of August!!

LIBRARY

Progress on the Little Phelps Free Library Program is continuing. With the awarding of the grant for the purchase of the libraries themselves, and the libraries having been ordered, this week letters were sent to community groups and organizations in the city, asking if they want to participate in the program. This would include painting one of the libraries and also whether they want to house (be a site for) a library. If the organization agrees to be a site for a Little Phelps Free Library, we ask them to notify the library when the books need to be replenished or if there is any problem with the

library. We are excited about having the community involved in this literacy initiative. We'll keep everyone up-to-date on this program.

Accelerated Reader Levels (AR), which highlight reading level and interest level for juvenile books, are used by teachers and parents to choose appropriate books for their students and children. The library's catalog already provides this AR level when you click on the information about a book. However, we are putting labels inside all our juvenile books if they have an AR level so it's easy for anyone browsing through the books to see if it has AR information. This will help them decide if the book is at the correct reading level for them or their child. Obviously, this is a big project since each book has to be looked up on the AR website, and then a label will be made with the appropriate AR information. We're hopeful that it will make a difference with everyone finding the books they need for school projects and for their leisure reading.

The Summer Reading Program continues next week, with more "Build a Better World" activities.

- Monday, July 24, 11 am-Noon, we're making paper-mache globes.
- Tuesday's activity is Lego Twister, from 2-3 pm.
- Storytime is at 10:30 am on Wednesday at the library.
- There is a Windows 10 adult computer class Wednesday evening, 5:30-6:30 PM.
- Thursday's presentation on "NewBee" to Beekeeping is at 5:30 PM, as part of the Seed Library Summer Program Series.
- Friday, 7/28, there is a story time at 10:30 AM at the Farmer's Market/City Hall.

And, as most of you know, Michigan Avenue is being worked on and unavailable in front of the library and surrounding blocks. A challenge to get to the library right now – but please go around the construction zone and join us. There is a parking lot off the alley behind the library.

PUBLIC SAFETY

- In the past week, the Police Division responded to 93 calls for service. There were no calls of significance in nature to report.
- In the past week, the Fire Division responded to 14 calls for service. There were no calls of significance in nature to report.
- November 7th-9th the BRDPS will be hosting Reid Interview and Interrogation in relation to Child Abuse Investigations. We are excited and pleased to be given this opportunity.
- On Wednesday, the department hosted Camp 911 for senior citizens. Sessions included water rescue, emergency medical services, fire safety and policing in a college town.

RECREATION

- The first Classic Car Cruise In of the year was successful with nearly 20 vehicles participating. Next cruise in is schedule for August 11th.
- The third and final session of Tennis in the Park will begin on Monday, July 24th. Participants may still register.
- Visited Rabbit's Garden and Purple Pepper's farms for required farmer's market farm visits.
- Planning for the farmer's market anniversary celebration on Friday, August 4th continues.

CODE ENFORCEMENT ACTIVITIES

Violations:

- | | |
|---------------------------|-----------------------------|
| (1) Animals | (6) Blight |
| (1) Disabled Vehicles | (3) Furniture |
| (3) Garbage & Rubbish | (25) Grass & Weeds |
| (2) Parking | (2) Permits |
| (3) Polycart Placement | (2) Property Maintenance |
| (1) Recreational Vehicles | (1) Sidewalks / Streets |
| (38) Signs | (3) Uninhabitable Dwellings |
| (2) Yard Waste | |

PUBLIC WORKS ACTIVITIES

DIAL-A-RIDE

190 Adult Riders - (\$2.00 Fare)

322 Children Riders - (\$1.00 Fare)

729 (\$1.00 Fare) - Seniors (130) and Disabled (599) passengers of which 221 used the wheelchair lift to board

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

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

NO Safe Riders – Done for the summer, will start back up in September. Free rides from local establishments to anyone in the community on Thursday, Friday and Saturday nights 12:00am to 2:30am.

NO Ferris Shuttle Bus – East Campus Mailbox, Lot 28, Allied Health, Campus Community Center, Lot 4, Rock Cafe', Arts and Science, 7:30am -7:00pm

1,336 Total Passengers

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

DPW: STREETS

- Swept downtown
- Set out and picked up cones for car show
- Repaired a sanitary manhole in the alley behind 100 block of S Michigan Ave
- Blacktopped a patch at intersection of Fuller Ave and Division St
- Dug out patches on Fuller Ave and S Warren Ave and blacktopped them
- Removed animals caught in live traps
- Put padlocks on the old Chamber building

- Sawed 2 drives on 1916 Mason Industrial Dr for repair
- Painted handicap spots
- Moved items at City Hall
- Brined gravel streets and some alleys
- Graded gravel streets
- Took more barrels and cones up to S Michigan Ave
- Picked up all the No Parking signs for the fair
- Put the signs together for the disc golf course
- Checked and jetted sewers per normal daily and call ins
- Set out Farmers Market cones and signs, Tuesday and Friday

DPW: PARKS

- Prepped ball fields for games
- Watered and maintained flowers downtown
- Repaired men's room toilet at River St
- Picked up excess trash cans and picnic tables from Quad City Storm baseball tournament
- Trimmed bushes at Public Safety
- Trimmed trees at the Bandshell
- Repaired irrigation leak at Vogel field
- Sanded rough edges off of some poles in Playscape
- Watered trees in City Hall parking lot
- Mowed and weed whipped parks, downtown and ballfields
- Picked up trash downtown and in parks
- Opened, cleaned and maintained City Hall and park public restrooms daily

MAIN MAINTENANCE

- MISS Digs
- Shut offs/ons
- Meter reads, rereads, final reads

Mark Gifford, City Manager

MANAGER'S NEWSLETTER

JULY 28, 2017

NATIONAL NIGHT OUT

Public Safety will once again host National Night Out on August 1st from 6:00 pm to 9:00pm. Please make plans to stop by and participate in the fun!! The event is a family and community oriented event and will have a lot of **FREE** activities, games and prizes.

LIBRARY

We have a 3-D printer creating requested small items for the kids going strong again. So much fun to see it making small Eiffel Towers, spinners, giraffes, etc. All ages are fascinated just to see it in action. Come on by; most of the day it is in manufacturing mode. (We've all heard about 3-D printers and the marvelous things they can make out of different materials so it's fun just to see a small model that can turn out some trinkets.) We have "borrowed" the 3-D printer again from our library league. Just like the Mel Cat books and movies library patrons borrow, the Big Rapids Community Library can borrow neat equipment and tools from the Mid-Michigan Library League, which is our regional library cooperative.

- Thursday, August 3rd – Seed Library Summer Series continues with "You Have Veggies, Now What". A program providing information on food preservation. 5:30-6:30 PM at the library.
- Friday, August 4th – the summer outdoor movie presentation is "The Little Princess". Starts at about 8:30 PM. This old 1939 movie features the young Shirley Temple. When's the last time any of us have seen one of those old movies?
- The Summer Reading Program is still in full swing. Kids and parents are coming in daily to claim their prizes as they continue to read for fun and education this summer. All reading logs are tracked online with the summer reading software.

PUBLIC SAFETY

- In the past week, the Police Division responded to 75 calls for service. There were no calls of significance to report.
- This week, the Fire Division responded to 20 calls for service one of significance was an assist to Reed City Fire for a barn fire in Osceola County.
- On Wednesday, July 26th, both divisions responded to a house fire on Colburn. Due to a fast reaction, the fire was quickly subdued and the loss was kept at a minimal. The point of origin of the fire was the stovetop in the kitchen. The fire is still under investigation.
- On Thursday, July 27th, Detective Miller, along with detectives and deputies from the Mecosta County Sheriff's Office arrested a parole absconder through Isabella County in Remus. The suspect, a 20-year-old male, initially fled on foot. He was apprehended and also charged with R&O and possession of meth. During the course of the investigation, 3 others were arrested on outstanding warrants from outside the area.

RECREATION

- The Farmers' Market 10th Anniversary Celebration will be held next Friday, August 4th from 10:00am—2:00pm during the market.
- The summer concert series at the bandshell continues every Wednesday evening at 7:00pm.
- National Dance Day will be held at the bandshell this Saturday, July 29th from 1:00—3:00pm. Admission is free!

PUBLIC WORKS ACTIVITIES

DIAL-A-RIDE

170 Adult Riders - (\$2.00 Fare)

336 Children Riders - (\$1.00 Fare)

665 (\$1.00 Fare) - Seniors (120) and Disabled (545) passengers of which 384 used the wheelchair lift to board

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

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

NO Safe Riders – Done for the summer, will start back up in September. Free rides from local establishments to anyone in the community on Thursday, Friday and Saturday nights 12:00am to 2:30am.

NO Ferris Shuttle Bus – East Campus Mailbox, Lot 28, Allied Health, Campus Community Center, Lot 4, Rock Cafe', Arts and Science, 7:30am -7:00pm

1,247 Total Passengers

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

DPW: STREETS

- Replaced 5 catch basins on S Michigan Ave
- Repaired 4 catch basins on Elm St and S Warren Ave
- Blacktopped on Elm St and S Warren Ave
- Repaired 3 water boxes on Waldron Way for blacktopping
- Sawed Clark for a valve to be installed
- Dug out drive on Mason Industrial Dr.
- Installed wood chips at Win Kellum at end of patch in parking lot
- Sawed patch behind old Post Office
- Repaired 2 sanitary manholes
- Swept downtown
- Installed new 6" valve on Clark St, S of Fuller Ave
- Relocated animals caught in live traps

- Checked and jetted sewers per normal daily and call ins
- Set out Farmers Market cones and signs, Tuesday and Friday

MOTOR POOL

Staff & Misc. Vehicles:

- 106 dump truck: replaced ignition switch for engine cutting out
- 203 pickup truck: replaced starter
- 205 pickup truck: serviced and replaced fuel filter, replaced transmission dip-stick tube and sway bar links.
- 207 service van: serviced, replaced all brake pads and rotors, replaced driver's seat cushion and pad. Repaired passenger window track, and replaced all 4 tires
- 209 pickup truck: replaced cooling fan assembly
- 211 pickup truck: serviced and replaced fuel filter, replaced both exhaust filters and a temp sensor. Replaced front wheel hub assembly, brake pads and an outer tie rod end. Replaced a heater door actuator
- 227 pickup truck: installed running boards.

Police & Fire Vehicles:

- 401 police car: striped all the police equipment for vehicle
- Started installing all the equipment in the new Ford, lights, antennas, computers, partitions etc.

Buses:

- 901: service call for dead battery, replaced both batteries, cleaned and painted battery box and steps. Serviced and did a safety inspection. Serviced wheelchair lift
- 903: replaced the brake hydraulic module and bleed brake system. Did a grease service
- 904: did a grease service, replaced both exhaust filters. Replaced both battery's and alternator. Replaced ambient air temp sensor for a a/c problem.

DPW: PARKS

- Prepped ball fields for games
- Watered and maintained flowers
- Watered trees at City Hall
- Repaired slide in Playscape
- Continuing weed spraying
- Sprayed for bees at Playscape
- Trimmed bushes at Hemlock Park
- Relocated reservation signs at tennis courts
- Picked litter up at water towers and weed whipped
- Used rotary broom on River Walk
- Mowed and weed whipped parks, downtown and ballfields
- Picked up trash downtown and in parks
- Opened, cleaned and maintained City Hall and park public restrooms daily

MAIN MAINTENANCE

- MISS Digs

- Shut offs/ons
- Meter reads, rereads, final reads

WATER PLANT

Safety topic: Energized Electric Equipment Can Be Deadly

- Checked generators.
- Ran customer samples.
- Buffed floors at the plant.
- Mowed lawn along River Walk fence.
- Painted gas pipe to generator at the well house and H.M.C.
- Mowed lawn out at the well house and H.M.C.
- Assisted Corpro with cathodic protection inspection.
- Replaced fluoride pump.
- Filled customer tanker with water.
- Read water meters.
- Assisted Jay Norris with diagnosis and repair of CV 13 filter #3 drain valve.
- Assisted with testing of the backflow protection at the booster station.
- Installed new sample tap at the booster station for obtaining samples after the new lead-free plumbing has been installed.

WASTEWATER PLANT

- The Plant continues to run well, with 3 aeration basins and 1 clarifier in service.
- Ordered and received Moyno Pump rebuild parts from FPE Sunsource in Kalamazoo.
- Grease accumulation problems continue at the Tioga Park Lift Station. Dye testing and investigation continues, in an effort to locate the source(s).
- Clarifier parts were ordered and received from Ovivo Water Systems.
- The West Clarifier is back in service, with some minor issues flagged by Dixon Engineering for correction. Handrails have not yet been replaced.
- The East Clarifier has been drained, vactored and cleaned, in preparation for Quality Maintenance Contractors to get started on Monday 31st.
- An update meeting is planned for Wednesday, August 2nd, to review progress with our Clarifier Project.
- Gerace Construction finished and installed the new aluminum staircase which becomes our North Digester and Plant Stairway. Fleis and VandenBrink will inspect on 8/02/17.
- An IPP Review Meeting and plant visit has been scheduled by Tom Berdinski (DEQ) for Thursday, August 3rd.
- Programming work continues with 7 Network Switches which have been purchased and are scheduled for installation by Jay, Tim and Eric.
- Remaining WWTP information was provided to Fleis & VandenBrink, so the Asset Management Annual Report can be submitted to the DEQ.
- Worked on purchasing details regarding a new replacement digester blower motor.
- Worked on purchasing details regarding a new laboratory water machine.

- Mowed, trimmed and other summer maintenance continues in and around the Plant.

Mark Gifford, City Manager

MANAGER'S NEWSLETTER

AUGUST 4, 2017

POOL CLOSING FOR THE SEASON

The Pool will close for the season on August 11th.

MICHIGAN AND RUST AVENUE PROJECTS

Construction on both Michigan Avenue and Rust Avenue is scheduled to be completed by August 18th, weather permitting.

ALL CITY YARD SALE

The All City Yard Sale will be August 11th in conjunction with the Farmers Market from 8-2.

NORTHEND PARK GEESE

Northend Park has been added to the list of city parks where efforts are underway to deter geese with the use of Border Collies.

LIBRARY

Movie in the Library Park, Friday, 8/4, 8:30 pm – “The Little Princess”. When’s the last time anyone saw the 1939 Shirley Temple movie? Should be fun.

Summer Reading Program – Build a Better World, is winding down. Kids excitedly come in daily to claim prizes and to collect their 3-D printer-made items too. Final week of logging summer reading minutes; you can track minutes through August 11th. Prizes will be awarded and the drawing for the grand prizes will follow that.

Thursday, 8/10, “Water Bath Canning How-To” takes place at the MSU Extension Office from 4-6 pm. Registration required and there is a \$10 fee. Please call 989-317-4079.

Inaugural year of the Big Rapids Community Gardens at the Library Park has only 3 plots, but have you seen the vegetables and flowers that are flourishing? We are expecting the addition of several more plots next year and this area in the park seems to be excellent for these gardens.

Mark Your Calendars: The Friends of the Library Annual Book Sale is coming up Labor Day Weekend. Friday (9-5:30), Saturday (9-2:30) at the Library Park; Monday at Hemlock Park, from 10-4.

PUBLIC SAFETY

- In the past week, the Police Division responded to 92 calls for service. There were no real calls of significance to report.
- In the past week, the Fire Division responded to 10 calls for service.
- On Tuesday, the department hosted National Night Out, a national crime prevention/awareness evening held throughout the country. It was a very nice evening and was well attended.

CODE ENFORCEMENT

Violations:

(4) Animals	(8) Blight
(2) Disabled Vehicles	(7) Furniture
(13) Garbage & Rubbish	(8) Grass & Weeds
(1) Permits	(4) Polycart Placement
(1) Property Maintenance	(7) Signs
(1) Yard Waste	

RECREATION

- The Farmers Market Anniversary Celebration was held from 10-12 at the market this past Friday, August 4th.
- Participated in the 14th National Night Out at the Department of Public Safety.
- Concerts at the bandshell continue every Wednesday evening at 7pm.

PUBLIC WORKS ACTIVITIES

DIAL-A-RIDE

143 Adult Riders - (\$2.00 Fare)

327 Children Riders - (\$1.00 Fare)

634 (\$1.00 Fare) - Seniors (67) and Disabled (567) passengers of which 194 used the wheelchair lift to board

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

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

NO Safe Riders – Done for the summer, will start back up in September. Free rides from local establishments to anyone in the community on Thursday, Friday and Saturday nights 12:00am to 2:30am.

NO Ferris Shuttle Bus – East Campus Mailbox, Lot 28, Allied Health, Campus Community Center, Lot 4, Rock Cafe', Arts and Science, 7:30am -7:00pm

1,191 Total Passengers

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

DPW: STREETS

- Worked on Clark St watermain, installing valves and pipe; also installed a new fire hydrant
- Swept downtown
- Removed deceased animals from roadways
- Checked and jetted sewers per normal daily and call ins
- Set out Farmers Market cones and signs, Tuesday and Friday

DPW: PARKS

- Prepped ball fields for games
- Took supplies to Public Safety for National Night Out event
- Painted gate at Northend Riverside Park
- Watered and maintained flowers
- Continued spraying for weeds
- Trimmed bushes at Northend Riverside Park
- Mowed and weed whipped parks, downtown and ballfields
- Picked up trash downtown and in parks
- Opened, cleaned and maintained City Hall and park public restrooms daily

MAIN MAINTENANCE

- MISS Digs
- Shut offs/ons
- Meter reads, rereads, final reads

Mark Gifford, City Manager

MANAGER'S NEWSLETTER

AUGUST 11, 2017

DEPOT

Mayor Warba, Commissioner Anderson and City Staff met with DNR officials to discuss the Depot and surrounding property. The meeting was very positive and efforts will be continued to find a way to renovate the structure and make it an asset for the Community.

RIVER CLEAN UP

The 2017 Class of Leadership Mecosta has organized a "River Clean Up" for Saturday, August 12th. Anyone interested in helping out with this effort should report to Hemlock Park at 9:00 a.m.

LIBRARY

- On Monday, 8/14 and Wednesday, 8/16, special August Story Times will be at 10:30 am at the library. The topics will be tied to the upcoming solar eclipse, with Monday's stories and activities on the sun and moon; and Wednesday's the solar eclipse itself.
- Wednesday, 8/16, at 5:30 pm, at the library is an adult PC/Tech class on Internet Searching Tips.
- The last summer "movie in the park" is Friday, 8/18 with an old Abbot and Costello movie, "Africa Screams". 1948 craziness. Movie starts at 8:30 pm.
- Reminder of the Solar Eclipse Party on Monday, 8/21, 2-3 pm in the library park. Eclipse glasses will be available; or anyone with a library card can come by and pick up 2 of them for yourself and your family/friends. Don't miss out!

Michigan Avenue and connected intersections around the library have made interesting obstacles for folks trying to get to the library and through the neighborhoods. The road crews are making great progress and we are excited knowing we soon will have smooth and open roads again.

RECREATION

- Registration for women's volleyball is open. All registrations are due by Friday, September 1st. Games will be Sunday afternoons at the Big Rapids Middle School.
- On Friday, August 4th we celebrated the 10th Anniversary at the Farmers Market. Thanks to community sponsors, we were able to provide Touch-A-Truck, balloon art, cupcakes, crafts, music, games, giveaways and more!

- Visited the following farms to complete farm inspections: Hayes Farms, Living Seed Produce, Grant's Family Farm, and Udder Bliss Farms.
- The All-City Yard Sale took place during the market on Friday, August 11th.

PUBLIC SAFETY

- In the past week, the Police Division responded to 73 calls for service. There were no calls of significance to report.
- In the past week officers from the department were trained in FOIA and "Identifying and Preventing Violent Extremism." Topics included identifying sovereign citizens, militia extremism and other domestic extremist's groups, and homegrown violent extremism and radicalization. The presentations included information on current trends and tactics utilized by extremists, law enforcement tools for reporting and sharing, and officer safety.
- In the past week, the Fire Division responded to 22 calls for service over the past week. There were no calls of significance to report.

PUBLIC WORKS ACTIVITIES

DIAL-A-RIDE

192 Adult Riders - (\$2.00 Fare)

252 Children Riders - (\$1.00 Fare)

778 (\$1.00 Fare) - Seniors (119) and Disabled (659) passengers of which 230 used the wheelchair lift to board

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

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

NO Safe Riders – Done for the summer, will start back up in September. Free rides from local establishments to anyone in the community on Thursday, Friday and Saturday nights 12:00am to 2:30am.

NO Ferris Shuttle Bus – East Campus Mailbox, Lot 28, Allied Health, Campus Community Center, Lot 4, Rock Cafe', Arts and Science, 7:30am -7:00pm

1,342 Total Passengers

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

DPW: STREETS

- Prepared Clark/Fuller intersection for blacktop
- Repaired Wendy's sewer service
- Repaired water leak on 300 block of S Michigan Ave
- Checked and jetted sewers per normal daily and call ins
- Opened south end of Fuller Ave & Clark St for traffic
- Watered trees
- Sawed patches on Chestnut St, 300 block of Oak St, S Maple St & N. Elm St
- Blacktopped patches
- Set out Farmers Market cones and signs, Tuesday and Friday

DPW: PARKS

- Prepped ball fields for games
- Watered and maintained flowers downtown
- Took care of broken tree at disc golf course per report from See Click Fix
- Repaired broken swing at Hemlock park
- Trimmed bushes above Mitchell creek
- Sprayed for bees at City Hall
- Trimmed Riverwalk between Hanchett site and Osceola Park
- Continued spraying weeds
- Mowed and weed whipped parks, downtown and ballfields
- Picked up trash downtown and in parks
- Opened, cleaned and maintained City Hall and park public restrooms daily

MAIN MAINTENANCE

- MISS Digs
- Shut offs/ons
- Meter reads, rereads, final reads

Mark Gifford, City Manager

MANAGER'S NEWSLETTER

AUGUST 18, 2017

BACK TO SCHOOL GARBAGE PICK UP

A special garbage pick-up for the areas influenced by student housing is scheduled for August 25th. The hope continues to be that these special pick-ups will help buffer move in and move out times.

PAVING

Completion of Michigan Ave, Rust Ave and Mason Industrial Drive is delayed due to the recent wet weather. The hope is that Rieth-Riley can adjust their schedule to have the paving done during the week of August 21st.

BACK TO SCHOOL AND LABOR DAY EVENTS

There are many opportunities for excitement in the next few weeks. The Community Calendar maintained at <http://www.bigrapids.org/events/calendar/> details these events.

AIRPORT FENCE

The fencing project at the airport began this week and will continue until August 25th. The new fence will extend from the old hangar on Northland Drive to near Big Rapids Towing. This is just Phase 1 of a larger project that will fence the entire airport.

LIBRARY

The Little Phelps Free Library project is progressing. Our 11 libraries will be painted by various Big Rapids community organizations on Tuesday, 8/22 and Thursday, 8/24. Should be fun to see the designs and colors that are showcased on the finished libraries. After that, we will be working on getting the libraries placed around the city. We'll keep everyone posted on exactly where they will be placed so you can help spread the word.

The Summer Reading Program at the Big Rapids Community Library has ended. Statistics for this year's "Build A Better World" themed program included 384 participants, over 2500 earned badges; and almost 5,00 reading points. For the first time, we utilized an online logging system which, of course, was a learning experience for patrons and staff. Thanks for everyone for joining in having fun reading over the summer vacation.

The Solar Eclipse "party" will be Monday, August 21 from 2-3 pm. We hope the weather cooperates and we can use our eclipse glasses and watch the event, while playing some games & visiting in the park outside the library. The recommended solar eclipse viewing glasses are still available for anyone with a library card, 2 per household.

July monthly statistics show that we issued 76 new library cards; 2960 people visited the library; 704 sessions were recorded on our public computers; and 5,382 items were checked out by patrons during the month.

PUBLIC SAFETY

- In the past week, the Police Division has responded to 68 calls for service. There was nothing significant in nature to report.
- The department is preparing for FSU Welcome Back Weekend, which takes place August 25th-27th.
- In the past week, the Fire Division responded to 18 calls for service.
- On Wednesday, members of the department, among other volunteers from the community, assisted the Salvation Army in packing backpacks to be donated to students from 11 different schools between Mecosta and Osceola Counties. These backpacks will be donated based on the family's financial need.

RECREATION

- The summer concert series at the bandshell came to a conclusion this week after 9 weeks of great music.
- Visited Pioneer Produce and Creekside Farms to complete farm inspections per farmer's market guidelines.
- Registration for women's volleyball is open. All registrations are due by Friday, September 1st. Games will be played on Sundays at Big Rapids Middle School.
- We are looking to hire part-time referees for our women's volleyball league. Games are played on Sundays from 1:00—9:00 pm. Season runs September 10th - December 17th. If you know someone who is interested, please have them contact the Recreation Department. 231-592-4038.

CODE ENFORCEMENT ACTIVITIES

Violations:

- | | |
|-------------------|---------------------------|
| (3) Animals | (5) Blight |
| (5) Furniture | (8) Garbage & Rubbish |
| (9) Grass & Weeds | (3) Parking |
| (2) Permits | (1) Recreational Vehicles |
| (37) Signs | (1) Yard Waste |

PUBLIC WORKS ACTIVITIES

DPW: STREETS

- Worked on Michigan Ave
- Changed light bulbs at Airport
- Removed drive approach at Mason Industrial Dr.
- Put out signs for Farmer's Market on Tuesday and Friday
- Picked up/removed dead animals

- Trap/removed live animals
- Repaired water main break on Bailey Dr.
- Checked and jetted sewers

DPW: PARKS

- Sprayed for bees at City Hall
- Prepped ballfields for games
- Mowed parks downtown and ballfields
- Watered and maintained flowers downtown
- Continuing trimming bushes
- Continuing spraying weeds
- Extra supplies downtown for Manna Pantry fundraiser
- Removed broken bench from dog park
- Replaced broken venue sign at the Band Shell
- Picked up trash at parks and downtown
- Replaced broken sprinkler head at Vogel 2
- Blew River Walk trail and White Pine Trail
- Replaced faucet at Hemlock Park men's restroom

MAIN MAINTENANCE

- MISS Digs
- Shut offs/ons
- Meter reads, rereads, final reads

WASTEWATER TREATMENT PLANT

- The Plant is running extremely well and effluent quality is excellent.
- Thank you, plant operators for successfully completing and passing our Annual DMR-QA Laboratory Certification Test Series. All results came back with a high level of accuracy.
- An IPP Review Meeting was held with Tom Berdinski (DEQ), Heather, Mic, John and Dave. Tom is very pleased with our IPP Program, Mercury Minimization efforts, and new emphasis on Food Service Establishment monitoring. He stated that our efforts may become a DEQ model for IPP efforts around the State.
- Operators are completing a rebuild of STP-1 Moyno Solids Handling Pump.
- Overhead service doors in the Headworks and Blower Buildings were repaired by Cadillac Garage Door.
- Ordered and received 2 new U.V. channel level sensors from Trojan Technologies.
- The East Clarifier blasting and painting work is complete. Five of the 12 anti-float valves are being repaired, to fill corrosion holes and pits exposed by the blasting process.
- The East and West Clarifier perimeter hand rails are here and ready for installation. The catwalk hand rails will not be delivered and installed until the first week of October.
- Gerace Construction needs to perform some re-work on some of the new stairway support legs, due to some dimensional errors in planning and/or fabrication.

- Jay Norris successfully installed 7 new network switches in our SCADA system. Some bugs continue to be worked out, but everything is working well, overall.
- City-Wide wireless work continues, which will allow 3 of our 5 lift stations to be integrated into the plant SCADA system.
- Plant meeting with Jay Norris, to discuss and schedule needed control work with our Spencer Blowers, Automatic Air Valves and Dissolved Oxygen control. Other topics included RAS control issues, U.V. alarm issues, SCADA login changes, Hazardous Gas Detection issues, and annual calibration of our Plant Influent and Effluent flow meters.
- Received the new replacement Kaeser Digester Blower Motor from Heco, Inc.
- U.V. Channel 2 is in service and Channel 1 is down for cleaning, maintenance and repair.
- Mowing, trimming and other Summer maintenance continues in and around the Plant.

WATER PLANT

Safety topic: Eyes on Safety

- Checked generators.
- Ran customer samples.
- Buffed floors at the plant.
- Mowed lawn at plant, HMC, and well house.
- Replaced two fan motors for roof vents at the plant.
- Rebuilt both pumps for the filtered and applied water sample taps at the plant.
- Assisted Jay Norris and the I.T. department checking signal strength for our new radios and security cameras at all water towers, pump stations, and well house.
- Cleaned chlorine analyzer filters.
- Repaired split rail fence at the entry gate of the Well house.
- Read water meters.
- Serviced the gate at the water plant and adjusted the chain.
- Replaced broken cover to a motion sensor in the basement at the plant.
- Worked with the I.T. department at the Perry water tower location to erect a camera mounting post. Buried conduit from the new post to the interior of our building on site for the wiring of the new security camera.
- Began preparing for the second round of lead/copper samples that will begin in September.

Mark Gifford, City Manager

MANAGER'S NEWSLETTER

AUGUST 18, 2017

EDA VISIT

The Federal Economic Development Administration (EDA) was one of the granting agencies for the Baldwin Street Bridge Project and they are sending a representative here from Washington D.C. on September 27th at 10:00 am to review the project.

LEADERSHIP MECOSTA

Mark Sweppenheiser will be a part of the 2018 Leadership Mecosta Class.

NEIGHBORHOOD SERVICES BIKE PATROL

Staff from Neighborhood Services are initiating a new bike patrol program starting the week of August 28th.

AIRPORT ADVISORY COMMITTEE

Members of Colt Aviation, along with City staff, met with the airport advisory committee on August 24th to discuss the future management of the airport. The group offered numerous ideas for how to best position the airport for future success.

LIBRARY

Monday's Eclipse Party at the library was well attended. Lots of fun and lots of press coverage (9 & 10 News and The Pioneer). The young kids enjoyed making their own slime and some cootie catchers too. The preceding few days before the August 21st eclipse had many patrons coming in to get their eclipse glasses. The Library welcomed back patrons renewing their library cards and many more folks getting new library cards in order to get their eclipse glasses from us.

The Big Rapids schools had registrations/orientations on Wednesday the 23rd. The Library, for the first time, was there to sign up the students (and parents too) for library cards if they needed one. We were at Brookside, Riverview, and the Big Rapids Middle School. As part of the Big Rapids "Let's Read Program", students at the schools who are not in our service area, could get nonresident student cards if their parents were with them. These student cards are to use only in their classroom at school when their teachers have requested books from the library on particular topics of coursework.

The Little Phelps Free Libraries are being painted this week by various local organizations. All kinds of designs and colors being added to the libraries. We'll keep everyone posted as to where the libraries will be mounted/displayed.

Don't forget the Friends of the Library's annual book sale. Friday (9/1) from 9am to 5:30pm and Saturday (9/2) from 9am to 2:30pm at the park behind the library; and the Friends of the Library will also join the festivities on Labor Day at Hemlock Park with books to sell.

PUBLIC SAFETY

- In the past week, the Police Division has responded to 75 calls for service. Of significance was a complaint, where a 17-year-old male from Holland was arrested for passing a counterfeit \$100 bill during a transaction with a pizza delivery driver. The male was arrested and confessed to having knowledge and intent when passing the bill.
- Investigators continue to investigate a string of thefts from vehicles in District 2 between S Michigan Ave and S Stewart Ave.
- Officers had ALERRT, active shooter training this week at Hillcrest Elementary. It was very worthwhile and educational training.
- In the past week, the Fire Division responded to 15 calls for service. On Tuesday, the Fire Division assisted on a structure fire in Reed City.

RECREATION

- The City picnic was a huge success! Thank you to everyone who both contributed and attended.
- Women's volleyball registration is open until September 1st. Games will be played on Sundays at Big Rapids Middle School.
- Visited Earth Weaver's farm to complete farm inspection per Farmer's Market guidelines.

CODE ENFORCEMENT ACTIVITIES

Violations:

- | | |
|-----------------------|-----------------------------|
| (3) Animals | (4) Blight |
| (2) Disabled Vehicles | (7) Furniture |
| (6) Garbage & Rubbish | (8) Grass & Weeds |
| (7) Parking | (4) Property Maintenance |
| (9) Signs | (3) Uninhabitable Dwellings |

PUBLIC WORKS ACTIVITIES

DIAL-A-RIDE

186 Adult Riders - (\$2.00 Fare)

172 Children Riders - (\$1.00 Fare)

684 (\$1.00 Fare) - Seniors (149) and Disabled (535) passengers of which 164 used the wheelchair lift to board

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

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

NO Safe Riders – Done for the summer, will start back up in September. Free rides from local establishments to anyone in the community on Thursday, Friday and Saturday nights 12:00am to 2:30am.

NO Ferris Shuttle Bus – East Campus Mailbox, Lot 28, Allied Health, Campus Community Center, Lot 4, Rock Cafe', Arts and Science, 7:30am -7:00pm

1,154 Total Passengers

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

DPW: STREETS

- Repaired damaged umbrella
- Dug out drive on Mason and Industrial Drives
- Repaired catch basin on 131 and S State St
- Removed animals caught in live traps
- Worked on Michigan Avenue
- Installed new water valve boxes and manhole covers on S Michigan Ave
- Patched potholes
- Hauled stuff for the picnic
- Sawed patches on Rust Ave and Bailey Dr
- Dug out the patch on Rust Ave for Rieth-Riley
- Graveled the drive on Mason Industrial
- Sewer contractor in town, cleaned and televised around 12,000 feet
- Checked and jetted sewers per normal daily and call ins
- Set out Farmers Market cones and signs, Tuesday and Friday

DPW: PARKS

- Replaced Rain Garden sign
- Used blower on White Pine Trail and Riverwalk
- Sprayed for bees at River Street soccer fields
- Sprayed for bees at Swede Hill
- Sprayed for weeds on Dexter Ave
- Prepped ball fields for games
- Watered and maintained flowers
- Mowed and weed whipped parks, downtown and ballfields
- Picked up trash downtown and in parks
- Opened, cleaned and maintained City Hall and park public restrooms daily

MOTOR POOL

- Police & Fire Vehicles:

- 401- finished installing all the new police equipment and put into service.
 - 402- replaced rear tires and engine motor mounts. Replaced right lower control arm bushing
 - 403- serviced. Replaced all 4 tires and lower control arm bushing. Installed a battery charge guard. Replaced driver's seat cover and pad.
 - 404- serviced
 - 405- installed visor light.
 - 408- serviced and removed radio and installed it in the transport car
 - 416- serviced and replaced heater/water pump main assembly
- Dial-A-Ride:
 - 905- did a grease service. Repaired coolant leak. Replaced exhaust filter and front hub seal. Repaired wheel chair lift controller.
 - 906- serviced and did a safety inspection. Serviced wheel chair lift.
 - 908- did a grease service. diagnosed low oil pressure, changed diluted oil. Rerouted crank case vent system and replaced check valve drain tube.
 - Replaced rear tires. Repaired partition behind driver's seat. Repaired water leak at radio antenna. Replaced A/C fans

MAIN MAINTENANCE

- MISS Digs
- Shut offs/ons
- Meter reads, rereads, final reads

Mark Gifford, City Manager

MANAGER'S NEWSLETTER

SEPTEMBER 8, 2017

BIDS FOR IVES AVE. (OAK TO MAGNOLIA)

MDOT has received bids for the Ives Ave. project that includes new water and sewer mains and road reconstruction. The low bidder is McGuirk Sand-Gravel, Inc. with a bid of \$411,770.00. The project is scheduled to start on May 14, 2018.

AIRPORT FENCE

The fencing project at the airport is complete except for a few minor punch list items.

TENNIS/PICKLEBALL COURTS

Tuesday September 12th, at 10:30, at City Hall, advocates for the Tennis and Pickleball will be meeting with City Staff to develop a strategy to construct new courts in Big Rapids. Anyone with interest is welcome to attend.

LIBRARY

September means everyone is back to school, from the kindergartners to the college students, and at the library, it means we're offering some of our "regular" programs once again.

- Storytime starts next week, 10:30 am on Mondays and Wednesdays. They are always full of stories, songs, and activities
- Adult computer classes begin Tuesday mornings (9:30-10:30 am) and Wednesday evenings (5:30-6:30 pm), with the first scheduled topic of "email basics, including tips on printing, working with attachments, and signature blocks". The schedule for the classes is posted on our website and a copy of the schedule can be picked up at the library.
- We continue with the Book-A-Tech Librarian program as well, where one-on-one technology help is available to patrons by appointment.
- The library is continuing "Knit Night" this fall. Thursday, Sept. 7 the knitters met at the library at 6:30-8:30 PM, with their next scheduled night on Thursday, October 5th at 6:30 PM.
- September is Library Card Sign-Up Month in the U.S. Please spread the word; we want more people to be able to use the resources our library has and some of those resources require a library card.

Banned Book Week is September 24-30th. Celebrating "Freedom To Read" is the positive theme; libraries don't want to ban books! Come in and see the Banned Books display and check out some

of the books that have been banned in communities throughout the U.S. over the years. To celebrate our right to read, we have something new: a Banned Book Challenge program where buttons and prizes help spur readers along as they read some of these banned books. We believe almost all of us have read more than one book that appeared on some community's banned book list! Join us and see what you discover.

The Friends of the Library annual book sale was a great success, with \$4,700 raised for the library from the 3-day sale. Thanks to so many volunteers who made it possible! Their hard work was not concentrated just on the sale setup, takedown and sale dates, but continues throughout the year with sorting and classifying of books to prepare for the sale. We appreciate their efforts and thank everyone who supports the library with the purchases at the book sale too.

PUBLIC SAFETY

This past week, the department extended conditional offers to two applicants for the position of police officer. They will need to successfully complete a physical and drug test, a psychological evaluation and a background investigation before a final offer is made.

In the past week, the Fire Division responded to 21 calls for service. They also did a walk through at the optometry building at Ferris. A fire tactics walk through at Oat Wood Suites off Damascus was also completed. Vehicle maintenance and pump operation was done.

RECREATION

- Created scrimmage schedule and season schedule for women's volleyball league to begin on Sunday, September 10th.
- Held Farmers Market board meeting to resolve an ongoing issue regarding one of our seasonal vendors.
- Michigan Farmers Market Association visited the market to make sure that we are operating within market guidelines.
- A group of students from the Honors Program at Ferris State will clean up litter from Clay Cliffs Nature Park on Saturday, September 9th from 9:00 am—12:00 pm.

PUBLIC WORKS ACTIVITIES

DPW: STREETS

- Worked in watermain install on Clark Street
- Put up Tuba Bach banners
- Removed the Centennial Park sign
- Installed signs back on S Michigan Avenue
- Installed a No Parking sign on Ives Ave
- Orange flags attached to the top of the Stop signs at the corner of Woodward and Bailey Dr
- Swept downtown streets and parking lots
- Fixed the washout at the end of the alley in the 600 block of Ives Ave
- Checked and jetted sewers per normal daily and call ins
- Set out Farmers Market cones and signs, Tuesday and Friday

DPW: PARKS

- Prepped ballfields for games
- Blew Riverwalk & White Pine Trail
- Took extra supplies to Hemlock for Arts & Crafts show event
- Took extra supplies to Mitchell Creek Park for car show event
- Took hanging baskets down
- Repaired faucet at men's public restroom at City Hall
- Removed deceased deer
- Repaired trashcan lid on Riverwalk
- Replaced picnic table at Airport Terminal
- Fertilized the ballfields
- Replaced picnic table boards on a few tables
- Trimmed trees by volleyball court in Northend Riverside Park
- Removed trashcans from all Little League ball fields
- Mowed and weed whipped parks, downtown, Public Safety and ballfields
- Picked up trash downtown, parks and ballfields
- Open, clean and maintain City Hall and park public restrooms daily

MAIN MAINTENANCE

- MISS Digs
- Shut offs/ons
- Meter reads, rereads, final reads

Mark Gifford, City Manager

MANAGER'S NEWSLETTER

SEPTEMBER 15, 2017

DRONE

The IT Department is reviewing the options for purchasing a drone for use by the Public Safety and Public Works Departments.

RIVERWALK CLEAN UP

Meryl Thompson has organized a group of volunteers to clean up and remove brush along targeted areas of the Riverwalk. The work will begin on Saturday, September 16th at the Bandshell area proceeding North.

PUBLIC SAFETY RECOGNITION AT POCKET PARK

Friday, September 22nd at 12:00, the Public Safety Department will be recognized at the last Pocket Park concert of the year.

TUESDAY FARMERS MARKETS

The last Tuesday Farmers Market for 2017 will be September 26th. The Friday market will run through the end of October.

LIBRARY

The "Read a Banned Book" Challenge is ongoing at the library during the month of October. Come into the library and check out a book that was banned or challenged in a public or school library at some point in time, and join us in promoting "Our Right to Read". Participants in the challenge are awarded buttons, bookmarks, and other prizes, culminating during the week of October 24th which is the official Read a Banned Book Week being celebrated at America's libraries.

We're excited to welcome new patrons to our library, inspired by September's Library Card Sign-Up Month, and the word-of-mouth from all our current patrons and folks moving into our area.

The library collects statistics that are presented each month at the Library Board's meeting. Here are some data for the month of August 2017:

Patron count:	3,814
New library cards issued:	356
Public computer sessions:	1
Library programs:	10

Attendance at programs: 291
Circulation (items checked out): 5,433

Continuing activities at the library

- The Little Phelps Free Libraries are still being painted
- Storytime's are on Monday and Wednesday mornings at 10:30 AM
- Thursday at 9:30 AM is Tiny Tots Tinker Lab
- Adult computer/tech classes are on Tuesday mornings (9:30 AM) and Wednesday evenings (5:30 PM).

PUBLIC SAFETY

- In the past week, the Police Division has responded to 97 calls for service. Accidents continue to be a large amount of the calls officers are taking. Please drive with your head up and be aware of your surroundings while on the road.
- In the past week, the Fire Division responded to 15 calls for service.
- On Monday, Firefighter Wethington conducted tours of the 9-11 memorial throughout the morning.
- Crews also trained on applications of tourniquets: how to use them, when to use them...etc.
- Duty crew completed medical CEU's at the Career Center from 7 to 9 pm covering soft tissue injuries.

RECREATION

- Women's volleyball league schedule has been published. The league begins this Sunday, September 17th.
- Please see attached fall recreation program flyer.

CODE ENFORCEMENT

VIOLATIONS

(5) Blight	(1) Disabled Vehicles
(12) Furniture	(7) Garbage & Rubbish
(11) Grass & Weeds	(14) Parking
(1) Permits	(9) Polycart Placement
(4) Property Maintenance	(29) Signs
(3) Yard Waste	

PUBLIC WORKS ACTIVITIES

DART

Dial-A-Ride was closed on Labor Day.

205 Adult Riders - (\$2.00 Fare)

302 Children Riders - (\$1.00 Fare)

684 (\$1.00 Fare) - Seniors (113) and Disabled (571) passengers of which 187 used the wheelchair lift to board

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

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

65 Safe Riders -(free rides from local establishments to anyone in the community on Thursday, Friday and Saturday nights 12:00am to 2:30am)

Ferris Shuttle is back and they have added an additional route to go back and forth from the University Center to the Rock Café from 11:00 am to 2:00 pm (Mon – Thur.)

The main route on Campus stops at the East Campus Mailbox area, Lot 28 (behind McDonald's), Allied Health, Campus Community Center, Lot 4 (near Travis Circle), Rock Cafe, Lot 50 (next to Granger building), Arts and Science, 7:30am -7:00pm (M-F) and 7:30am – 2:00pm Fridays.

1068 – Regular Route

46 – UC/Rock Route

1,450 Total Passengers

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

DPW: STREETS

- Pressure tested and disinfected the watermain on Clark St; test passed
- Filled potholes
- Installed water service at 630 Division St
- Swept downtown
- Cleaned up grease spill in parking lot behind Shooter's
- Tied in the watermain on each end of Clark St
- Worked on filling potholes on 131 near Burger King with a tar & stone mixture
- Checked and jetted sewers per normal daily and call ins
- Set out Farmers Market cones and signs, Tuesday and Friday

DPW: PARKS

- Prepped ballfields for games
- Continued spraying weeds
- Filled ruts at Hemlock Park
- Blew Riverwalk and White Pine Trail
- Delivered extra crusher dust for maintaining trail at Hemlock Park
- Picked up trash from Clay Cliffs clean up
- Repaired hole on Riverwalk
- Replaced broken bench at Brutus Dog Park
- Mowed parks, downtown, Public Safety and ballfields

- Picked up trash downtown, parks and ballfields
- Opened, cleaned and maintained City Hall and park public restrooms daily

MOTOR POOL

- Misc. Vehicles and Equipment:
 - 201: serviced
 - 202: cut down flatbed cab guard and welded in new bracing.
 - 204: serviced and replaced battery.
 - 211: serviced
 - 212: repaired brake light connector and replaced bulb
 - 415: repaired flat tire
- Police & Fire Vehicles:
 - 402: serviced, A/C system- replaced high pressure line to compressor and recharged system. Replaced a bad oxygen sensor. Replaced driver's seat track and adjuster.
 - 403: replaced motor mount, serpentine belt and tensioner
- Dial-A-Ride:
 - 909: serviced and did a safety inspection, serviced wheel chair lift and replaced lift door seal.
 - 908: recharged air conditioning system and checked for leaks. Repaired leaky fitting
 - 906: did a grease service.
 - 905: serviced and did a safety inspection, serviced wheel chair lift. Replaced rear tires and radiator over flow tank.
 - 904: serviced and did a safety inspection, serviced wheel chair lift. Replaced lift tower switches and adjusted

MAIN MAINTENANCE

- MISS Digs
- Shut offs/ons
- Meter reads, rereads, final reads

WATER PLANT

Safety topic: Working at Altitude: Don't Fall into Danger.

- Checked generators.
- Ran customer samples.
- Buffed floors at the plant.
- Working on second round of Lead/Copper samples.

WASTEWATER

- The Plant is running well on 4 basins and 2 clarifiers, and effluent quality is excellent.
- Completed a forklift operation and safety training class. New 3-year operator cards will be issued to all participants (Required by MIOSHA).
- Received approval and recommendation from Fleis & VandenBrink, to pay Gerace Construction for the completed North Plant Stairway project.

- QMC was on-site again, to complete some required concrete patch repair and hand rail re-work on the East Clarifier.
- Mic and John are working with Shooters (parking lot grease spill) and Jets Pizza (kitchen equipment cleaning mess in parking lot) to prevent future recurrences.
- Mic sent 3rd quarter Plant influent and effluent mercury monitoring samples to Paragon Labs for analysis. Results will be submitted to the DEQ with our August MOR Data.
- Site visit by Cadillac Garage Door, to revise opener details for the Headworks Building.
- Repaired the magnetic sight gauge and both transfer pumps in our Ferric Building.
- Changed crankcase oil and air filters (2 each) on all 4 Kaeser Digester Blowers.
- Plant visit and discussion with Jay Norris regarding the wiring, set-up and configuration of 7 new D.O. probes and related equipment to be installed on all 4 aeration basins.
- Received necessary data and information from Biotech, for completion of our DEQ-required 2017 Biosolids Annual Report.
- Mowing, cleaning and other maintenance tasks continue in and around the Plant.
- Completed weekly and monthly checks at Novak, Tioga, Waterloo, North State and County Garage Lift Stations.
- U.V. Channel 2 is in service and Channel 1 has been cleaned, repaired and is ready to be placed into service when needed.

Mark Gifford, City Manager

MANAGER'S NEWSLETTER

SEPTEMBER 22, 2017

PARKING LOT PAVING

Wolverine is completing the City requirements for their new building by paving their west parking lot next week. The new City lot on Hanchett Street is nearing completion and will be paved as well.

MASTER PLAN UPDATE

The Planning Commission has reviewed and approved an update to the City's Master Plan. Dave Bee of the West Michigan Regional Planning Commission prepared the update.

DOWNTOWN FALL DECORATIONS

Cornstalks will be placed on the Downtown Light Poles next week

ELECTION SUPPLIES

Lee Ann Clausen, Clerk of the City of North Muskegon graciously brought boxes of election supplies that they no longer have a use for due to the State purchasing new election equipment. These supplies will be shared with local Township Clerks who have need for them. A big Thank You to Lee Ann.

LIBRARY

Libraries around the U.S. are celebrating everyone's "Right to Read" during next week's Banned Book Week. Banned books are those that have been challenged or removed from libraries throughout the country because there was something in the book that someone thought should be kept away from people reading; whether they disagreed with the subject, the language, the idea in general, etc. Some classics, like "The Adventures of Huckleberry Finn", "Gone With the Wind", to newer books like "Catcher in the Rye", "In Cold Blood", "Where the Wild Things Are", and the Harry Potter books, are just a few examples. Banned Book Week simply reminds all of us that we hope we won't censor or ban books because of their content and allow people to have choices for what they read. Our library has an online challenge event in progress to gain points and even prizes for reading some of these challenged books. Could be fun to see if you can determine why someone, somewhere wanted that book removed from a library.

Miriam and Chris presented at the annual Mid-Michigan Library League meeting in Cadillac on Thursday. Besides the annual business meeting for this league or library co-operative, outside

speakers from the Library of Michigan talked about current issues and concerns of the area's libraries. Additional roundtable topics spearheaded by several librarians (including Miriam and Chris) and other experts included maker kit programming, weird marketing ideas, little free libraries, accepting credit cards, and fundraising ideas, to name just a few.

One more week for our September Library Sign-Up Month. We've seen many new faces, and some not-so-new coming back to the library. Great!

Regular programming at the library includes:

- Monday and Wednesday story times, 10:30 AM
- Adult computer class on Tuesday, 9:30 AM and Wednesday, 5:30 PM (topic is Windows 10).
- Tiny Tots Lab on Thursday, 9:30-11:00 AM

October will bring the Foreign Films Series back to the library each month; of course, Halloween celebrations; another knitting group meeting; the monthly book club discussion and so much more.

PUBLIC SAFETY

- In the past week, the Police Division responded to 95 calls for service. There were no real calls of significance to report.
- In the past week, the Fire Division responded to 20 calls for service. Again, there no real calls of significance.
- Investigators have identified 5 juveniles and an adult in the malicious destruction of property that occurred at the band shell on Friday, August 25th. Charges are being sought. Several of the juveniles involved also admitted to a number of larceny from vehicles that occurred around the same time period.
- Investigators also identified a 54-year-old male as being the individual who set a shed on fire near the White Pine Trail near Bjornson in the evening of August 26th. He confessed to this crime. Charges will be sought.

RECREATION

- Water aerobics resumes at the Ferris Recreation Center Pool on Mondays, Wednesdays, and Fridays from 8:30—9:30am. No need to register, \$4 per class.
- This Tuesday, September 26th, will be the last Tuesday Farmers Market of the season. The Friday market will continue through October 27th.
- Planning for winter programs has begun.

CODE ENFORCEMENT

VIOLATIONS

- | | |
|-----------------------------|--------------------------|
| (4) Blight | (1) Disabled Vehicles |
| (1) Furniture | (3) Garbage & Rubbish |
| (3) Grass & Weeds | (2) Parking |
| (1) Permits | (1) Property Maintenance |
| (2) Sidewalks / Streets | (24) Signs |
| (6) Uninhabitable Dwellings | (1) Yard Waste |

PUBLIC WORKS ACTIVITIES

DPW: STREETS

- Swept downtown
- Worked on and completed water services on Clark St; 5 installed
- Checked and jetted sewers per normal daily and call ins
- Removed animals caught in live traps
- Sawed 3 patches on Division St, 2nd Ave, E Madison St and E Grand Traverse St
- Set out Farmers Market cones and signs, Tuesday and Friday

DPW: PARKS

- Prepped ball fields for games
- Installed mutt mitt on Riverwalk behind middle school
- Blew Riverwalk and the White Pine Trail
- Repaired irrigation leak at Vogel field
- Picked up brush from Riverwalk clean up
- Mowed parks, downtown, Public Safety and ballfields
- Picked up trash downtown, parks and ballfields
- Opened, cleaned and maintained City Hall and park public restrooms daily

MOTOR POOL

- Misc. Vehicles and Equipment:
 - Airport 0-Turn mower: drilled out and repaired broken motor mount
 - Airport tractor: service call to repair flat tire
 - 553 wing mower: replaced wing pivot pins, repaired muffler, rebuilt and installed 4 deck spindles.
 - 554 wing mower: replaced wing deck tires and forks, replaced air filters
 - 584 front mower: service call to repair flat tires. Replaced air filters
 - 500 concrete saw: replaced drive shaft
 - 300 Backhoe: replaced the 2 extend-a-hoe switches
 - 301 street sweeper: replaced the lift solenoid, suction hose wheels and hub assemblies

- 302 Loader: rebuilt the front bucket lock pin cylinder
- 311 portable air compressor: serviced
- 318 sewer jet: serviced
- Police & Fire Vehicles:
 - 1-1: serviced
 - 1-2: repaired rear brake noise and adjusted brakes
 - 1-5: replaced rear brake rotors and pads, rotated tires
 - 404: serviced and replaced lower control arm bushing
 - 405: serviced and replaced all tires, installed new mirror lights

MAIN MAINTENANCE

- MISS Digs
- Shut offs/ons
- Meter reads, rereads, final reads

Mark Gifford, City Manager

MANAGER'S NEWSLETTER

SEPTEMBER 29, 2017

LIBRARY

Banned Book Week and its related challenges/contests ends on Saturday. The display and the signage at the library for Banned Book Week triggered much discussion and questions from our visitors as they recognized so many of the book titles presented, and they were surprised that any community or school library had been challenged to take them out of their library. So many of us checked out some of the books on the list. The library was glad to be part of this celebration to recognize and support our right to read.

The September Library Card Sign-Up Month has been very successful. Great to welcome new patrons to our library, but also to have new cardholders who are folks who haven't had a library card in several years and are now coming back to use our resources and facilities.

- Monday and Wednesday 10:30 AM story times continue.
- Windows 10 is the topic for the free adult PC classes this week, held on Tuesday at 9:30 AM and Wednesday @ 5:30 PM.
- Thursday, 9:30-11:00 AM Tiny Tots Tinker Lab for play, activities and socialization time.
- Knit Night session continue on Thursday at 6:30 PM. A chance to share, learn and enjoy other enthusiasts as you work on your knitting projects.

Have you seen the library's flower and vegetable beds in the Community Garden area of the park behind the library? The last blooms of our Zinnias, Sunflowers and Cosmos are a riot of colors and shapes. Vegetables are still offering up their goodies – but the plants will be “harvested” to collect seeds to add to our Big Rapids Seed Library collection for planting next year. It has been fun to see the bees and butterflies take advantage of these new garden beds that were added to the park this year. Many more will be part of the park's plan, so watch for the number of garden plots to grow next year.

Various electrical maintenance and fix-it/make-it-better projects are being worked on this week. Great to have the electrician work on some of these lights, sensors and outlets that haven't been working well, need to be adjusted, or needed to be added.

The library's website is undergoing a new design. Watch for our “new public face” online soon!

PUBLIC SAFETY

In the past week, the Police Division responded to 79 calls for service. Although officers are continuing to stay busy with complaints, there is nothing really significant to report.

Officers continued to run Operation Blue Light over the last two weeks. We have found it to be very successful.

Our officers in the department have continued to train in legal update and the use of tasers.

On Tuesday, Detective Brian Miller and Sergeant Scott Ruggles of the Mecosta County Sheriff's Office attended the funeral of Michigan State Trooper Timothy O'Neil in Auburn Hills. Trooper O'Neil died as the result of a motorcycle accident while on duty on September 20th.

This past week the Fire Division responded to 28 calls for service.

On Thursday, shift personnel provided fire safety training to the 15 staff members at Village Green Terrace Assisted Living at 801 Fuller Ave. Topics included evacuation procedures, fire extinguisher operation and demonstration as well as kitchen fire safety. Staff also asked questions about our procedures and what they needed to do in case of a fire.

On Saturday, members also provided Emergency Vehicle Operator training to 20 firefighters from around the county. This is a State certified course provided by the Mecosta County Training Associations instructed by our fire instructors.

CODE ENFORCEMENT

VIOLATIONS

- | | |
|-----------------------------|-------------------|
| (2) Blight | (4) Grass & Weeds |
| (4) Parking | (2) Permits |
| (1) Property Maintenance | (12) Signs |
| (3) Uninhabitable Dwellings | (5) Yard Waste |

PUBLIC WORKS ACTIVITIES

DART

218 Adult Riders - (\$2.00 Fare)

458 Children Riders - (\$1.00 Fare)

707 (\$1.00 Fare) - Seniors (132) and Disabled (575) passengers of which 194 used the wheelchair lift to board

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

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

32 Safe Riders -(free rides from local establishments to anyone in the community on Thursday, Friday and Saturday nights 12:00am to 2:30am)

Ferris Shuttle is back and they have added an additional route to go back and forth from the University Center to the Rock Café from 11:00 am to 2:00 pm (M – Th)

The main route on Campus stops at the East Campus Mailbox area, Lot 28 (behind McDonald's), Allied Health, Campus Community Center, Lot 4 (near Travis Circle), Rock Cafe, Lot 50 (next to Granger building), Arts and Science, 7:30am -7:00pm (M-F) and 7:30am – 2:00pm Fridays.

1385 – Regular Route

72 – UC/Rock Route

2,960 Total Passengers

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

DPW: STREETS

- Working on Clark St, prepped for blacktop
- Swept downtown
- Installed sign on Michigan Ave at Elm St
- Dug out patch on Second Ave & Madison St for Housing Commission
- Poured curb on Clark St & repaired sidewalk at 417 Spring St
- Set out & picked up cones and signs for parade
- Adjusted 1 manhole & 3 water boxes on Clark St
- Swept Clark St & Spring St
- Milled 4 patches on Bjornson St, 100 block of Linden St, Mecosta Ave & Spring St and blacktopped them
- Black dirt area on Clark St where water service was put in
- Graded and brined some alleys
- Checked and jetted sewers per normal daily and call ins
- Set out Farmers Market cones and signs, Tuesday and Friday

DPW: PARKS

- Used blower to clear off Riverwalk and White Pine Trail
- Painted Swede Hill sign posts

- Removed downtown flowers
- Prepped ballfields for games
- Put corn stalks up downtown
- Repaired irrigation at Industrial soccer field
- Continued spraying weeds
- Trimmed trees behind BR Middle School
- Took extra bike racks to Northend Riverside Park for Angel Ride event
- Sprayed for bees at Vogel field
- Mowed parks, downtown, Public Safety and ballfields
- Picked up trash downtown, parks and ballfields
- Open, clean and maintain City Hall and park public restrooms daily

MAIN MAINTENANCE

- MISS Digs
- Shut offs/ons
- Meter reads, rereads, final reads

WATER PLANT

Safety topic: An Open and Shut Case for Gate Valve Safety

- Checked generators.
- Ran customer samples.
- Buffed floors at the plant.
- Finished collecting second round of lead and copper samples.
- Passed the ERA proficiency tests to re-certify the lab. The staff all work hard at continuing to be accurate and thorough with all lab tests.
- Painted new exterior door at the plant.
- Read all water meters.

Mark Gifford, City Manager

MANAGER'S NEWSLETTER

OCTOBER 6, 2017

FORM BASED CODES

Commissioners Hogenson and Anderson, along with City Staff, will be meeting on Oct. 24th at 1:30 with a planner from LSL (Langworthy, Strader and LeBland) to discuss Form Based Codes, which is a type of zoning restriction. The goal of the discussion is to understand better how Form Based Codes are applied and the potential benefits of implementing them in Big Rapids.

CHAMBER DEMOLITION

On Friday, October 13th, the former chamber site in Mitchell Creek Park will be fenced off and demolition will commence during the week of October 16th. This project will be accompanied by a lane closure on North State St and sidewalk work in the area.

FRIENDS AND FAMILY WEEKEND AT FSU

Friends and Family weekend at Ferris is October 20-22. On Saturday, October 21st, there will be a shuttle dropping parents and students off Downtown and the Chamber is hosting an open house at the Welcome Center from 10:00 – 2:00.

LIBRARY

The Foreign Film Series, offered in conjunction with Artworks, returns to the library on Saturday, October 14 at 7 p.m. This month's feature film is "Girl on a Bicycle".

The electrician has successfully repaired and in some cases replaced many of our lightbulbs and ballasts. With some new sensors and new fixtures too, the library's lighting environment, inside and outside, has improved greatly. We really notice the difference already, and the outside lighting will obviously be more and more noticeable as our hours of daylight diminish with the fall/winter seasons.

October is Breast Cancer Awareness month and the library has a display which showcases some of our books on women's health issues. You can't miss it when you come into the library. All that pink!

Two staff members went to a training session in Gaylord last week on "Teen-Centered and Teen-Driven Library Services" which included a featured speaker and breakout sessions where area librarians could share information on teen programs and talk about their experiences, successes and

suggestions for working with teens. So many great ideas to think about and see if any might be implemented for our teens.

The library at Crossroads Charter School is open and running on the same library software system that the Big Rapids Community Library uses. This means that the Crossroads students are able to check out items at their library, and if they have their parents' permission and are within our library's service area, they can use their library card at our library too. We have a contracted relationship with Crossroads Charter Academy this year and so our catalog will show items that are at the Crossroads library as well as all the items in our collection as usual.

Please mark your calendars: The Friends of the Big Rapids Community Library will be having a 25th anniversary celebration on Thursday, October 26 at 5:30 PM at City Hall. There will be a live presentation on the history of headstones that will include lots of interesting and unusual facts about tombstones and their history. (Just in time for Halloween too.)

PUBLIC SAFETY

In the past week, the Police Division responded to 107 calls for service. There was nothing significant in nature to report.

Last weekend, the department had the CCA Homecoming parade, Ferris State Homecoming parade and other events over the course of the weekend. They all took place without any problems.

This past week the Fire Division responded to 25 calls for service. On Thursday, firefighters trained on VES (Vent, Enter and Search), Mayday, Search and Rescue and ladders.

PARKS & RECREATION

- Applied for \$5,000 *Aldi Smart Kids* grant to benefit Girls on the Run in 2018.
- Submitted quarterly report to the Michigan Farmers Market Association for SNAP/Double Up Food Bucks food assistance programs at the Farmers Market.
- Planning for winter programs continues

CODE ENFORCEMENT

VIOLATIONS

(2) Blight

- (1) Disabled Vehicles
- (1) Grass & Weeds
- (1) Property Maintenance
- (6) Signs
- (2) Yard Waste

- (4) Garbage & Rubbish
- (4) Parking
- (2) Sidewalks / Streets
- (2) Uninhabitable Dwellings

PUBLIC WORKS ACTIVITIES

DART

207 Adult Riders - (\$2.00 Fare)

356 Children Riders - (\$1.00 Fare)

725 (\$1.00 Fare) - Seniors (198) and Disabled (527) passengers of which 212 used the wheelchair lift to board

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

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

30 Safe Riders -(free rides from local establishments to anyone in the community on Thursday, Friday and Saturday nights 12:00am to 2:30am)

Ferris Shuttle is back and they have added an additional route to go back and forth from the University Center to the Rock Café from 11:00 am to 2:00 pm (M – Th)

The main route on campus stops at the East Campus Mailbox area, Lot 28 (behind McDonald's), Allied Health, Campus Community Center, Lot 4 (near Travis Circle), Rock Cafe, Lot 50 (next to Granger building), Arts and Science, 7:30am -7:00pm (M-F) and 7:30am – 2:00pm Fridays.

1,513 – Regular Route

105– UC/Rock Route

3,071 Total Passengers

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

DPW: STREETS

- Watered trees
- Filled potholes
- Dug out 2 patches on E Grand Traverse St and Division Ave and added blacktop
- Trimmed alley for the storm sewer job on 400 block of Stewart St & Ives Ave
- Picked up garbage off Perry Ave that fell from a vehicle
- Helped milling machine on Colburn Ave, getting it ready to blacktop
- Set out cones and signs along Colburn Ave for milling & paving job
- Adjusted 2 manholes and 2 water boxes on Colburn Ave
- Swept the downtown
- Checked and jetted sewers per normal daily and call ins

- Set out Farmers Market cones and signs, Tuesday and Friday

DPW: PARKS

- Prepped ball fields for games
- Removed bushes and trees along 4th Avenue and in Northend Riverside Park
- Trimmed trees behind Brutus Dog Park
- Used blower on Riverwalk and White Pine Trail
- Picked up extra trash cans and bike racks from Angel Ride event at Northend Riverside Park
- Painted Riverwalk railings at Hemlock Park
- Removed fallen tree on crusher dust trail near River Street Park
- Mowed ballfields
- Picked up trash downtown, parks and ballfields
- Open, clean and maintain City Hall and park public restrooms daily

MAIN MAINTENANCE

- MISS Digs
- Shut offs/ons
- Meter reads, rereads, final reads

WASTEWATER

- The Plant is running well on 4 basins and 2 clarifiers, and effluent quality is excellent.
- Unusual plant influent (white in color) was seen on Saturday morning 9/23/17. A sample was tested for pH, and an attempt was made to find the source.
- Received approval and recommendation from Fleis & VandenBrink, to pay a large portion of the Clarifier Project balance to Quality Maintenance Contractors (QMC).
- QMC and their sub-contractor, Monarch Welding, have been on-site to continue work on the un-finished hand railing portion of the Clarifier Project.
- Preparations are being made by City Staff and Fleis & VandenBrink for an informational public meeting, regarding Food Service Establishments and IPP Program efforts.
- Changed gear oil and sight glass blocks on both screw pumps. Also filled grease hoppers.
- Cleaned all Electric Panel cooling fans and filters in the main electrical room.
- Headworks high-level “false” alarms traced to building gas detection problems. Jay is working on replacement detection equipment and updated alarm logic.
- Changed crankcase oil again in # 4 Kaeser Digester Blower. Also ordered a new discharge temperature gauge and sensor for # 2 Kaeser Digester Blower.
- Jay has ordered 7 new D.O. probes and related hardware, to complete our Automatic Air Valve Project. Preparation is being made to pull and install control wire cables.

- Biotech visited to take (and split with our lab) a sample from our sludge storage tanks.
- Purchased and installed a new ferric feed pump and flow-pacing module.
- U.V. Channel 1 put service, and U.V. Channel 2 taken out of service. Cleaned Channel 2, refilled Acti-Gel in wipers, and changed the hydraulic oil and filter in the wiper drive.
- Ordered a new Laboratory Water Machine and scheduled a pre-installation site-visit.

Mark Gifford, City Manager

MANAGER'S NEWSLETTER

OCTOBER 13, 2017

MASTER PLAN

The update to the City's Master Plan was distributed to the County and both Big Rapids and Green Townships for their review.

FISH STOCKING

317 10"-12" Rainbow Trout were planted in the Muskegon River at Hemlock Park on Friday, October 13th.

FARMERS MARKET

October 27th is the final Farmers Market of the year except for the Holiday Market that will be held on November 17th from 10:00 to 2:00.

DEQ APPROVAL OF HANCHETT TESTING

The DEQ approved the City's application for environmental testing at the Hanchett site. This is the next step towards making the location available for development.

LIBRARY

Breaking News -- great digital resources now available for all library card holders. A new collection of e-audiobooks (7,000 of them), plus an online language program (called Transparent Language Online), have been added to the resources Big Rapids Community Library patrons can use. This is available through the Mid-Michigan Library League, which is our state library cooperative for about 30 libraries in West Michigan. Also, our library has added access to digital magazines (50 of them) for our patrons. Please stop by the library to get more information, get help signing up, etc. When the updated library website is finished, you'll easily find information on these **rbdigital resources** (rbdigital is owned by Recorded Books and is the vendor for all three of these programs).

The Big Rapids Community Library now has an Instagram account, designed for teens but available to anyone to follow. Watch for sharing of programs and ideas that you might not have been aware of until you follow us on Instagram.

Fundraising has just begun for the Literacy Playground, which will be part of the newly-named Anna Howard Shaw Memorial Park. We're just getting started but we hope you will want to be a part of this project, which will include unique and interesting features at the playground so the young people can have fun while also learning language and reading skills.

- Monday's topic for this week Storytime is "Squirrels". Mr. Howard starts his stories, crafts and much more at 10:30 a.m.

- The Adult PC class this week will focus on Microsoft Publisher 2016 on Tuesday the 17th from 9:30-10:30 am.
- Wednesday Storytime topic is “The Days of the Week” at 10:30 am.
- The Tiny Tots Tinker Lab is open Thursday mornings, 9:30-11:00 am for socialization & activities for the kids and parents/caregivers. As the weather changes, you’ll meet lots of young locals here.
- Adult PC class, 5:30-6:30 pm: subject again is Microsoft Publisher, 2016 on the 19th.
- Next Friday, October 20th at Noon, the Friends of the Library Book Discussion is centered on *Kindred* by Octavia E. Butler. Everyone is welcome to attend.

Reminder: the 25th Anniversary Celebration for the Friends of the Library on Thursday, October 26th, at City Hall. Refreshments will be available at 5:30 p.m.. At 6:00 p.m., our guest speaker (Al Bryant) will introduce everyone to the history plus interesting facts on tombstones, including an explanation of the symbols and texts introduced during the Victorian era on gravestones and cemetery markers. He promises to share information on some very unusual tombstones crafted for or by famous people.

Here are the September statistics:

Patron count:	3,002
New library cards issued:	52
Public computer sessions:	6
Library programs:	21
Attendance at programs:	56
Circulation (items checked out):	4,333

PUBLIC SAFETY

In the past week, the Police Division responded to 87 calls for service. There are no real calls of significance to report.

This week, the Fire Division responded to 19 calls for service.

The Big Rapids Department of Public Safety would like to announce that we are beginning another citizen public safety academy. The purpose behind this program is to educate the community about who we are and what we do daily. This will also help to open a line of communication between attendees and the officers. This communication is vital to building trust and improving our relationship with the community. The academy will be held at the Big Rapids Department of Public Safety, 435 North Michigan Avenue in the community room. This will be a four-week program starting on Wednesday, October 25th, the program will be held every Wednesday from 6:00pm – 9:00pm. The four weeks will be focused on the police and what they do, how they do it and why they do it. Refreshments will be made available. Recruitment for this program is to start immediately and the deadline for accepting applications is Friday October 20th. There is NO cost to attend.

PARKS & RECREATION

- Applied for Girls on the Run grant through the General Federation of Women’s Club Big Rapids.
- Completed additionally requested requirements for SNAP/Double Up quarterly report.

PUBLIC WORKS ACTIVITIES

DAIL-A-RIDE

215 Adult Riders - (\$2.00 Fare)

412 Children Riders - (\$1.00 Fare)

837 (\$1.00 Fare) - Seniors (190) and Disabled (647) passengers of which 235 used the wheelchair lift to board

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

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

35 Safe Riders -(free rides from local establishments to anyone in the community on Thursday, Friday and Saturday nights 12:00am to 2:30am)

Ferris Shuttle is back and they have added an additional route to go back and forth from the University Center to the Rock Café from 11:00 am to 2:00 pm (M – Th)

The main route on Campus stops at the East Campus Mailbox area, Lot 28 (behind McDonald's), Allied Health, Campus Community Center, Lot 4 (near Travis Circle), Rock Cafe, Lot 50 (next to Granger building), Arts and Science, 7:30am -7:00pm (M-F) and 7:30am – 2:00pm Fridays.

1,516 – Regular Route

105– UC/Rock Route

3,200 Total Passengers

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

1,579 Demand Response

DPW: STREETS

- Checked and jetted sewers per normal daily and call ins
- Filled pot holes
- Installing storm sewer in the 400-block alley between Oak St and Locust St
- Cleaned drains
- Washed trucks
- Swept downtown
- Wonsey, contracted tree service, in town for annual tree trimming and removal. Set out cones for contractor.
- Set out Farmers Market cones and signs, Tuesday and Friday

DPW: PARKS

- Delivered disk golf directional signs

- Cleaned earth planters from Mitchell Creek
- Installed new disc golf sign at Northend Riverside Park
- Used blower to clear debris from Riverwalk and White Pine Trail
- Trimmed Public Safety trees
- Removed fallen tree on Riverwalk
- Mowed soccer fields and ballfields
- Dug out stumps in parking lot islands, added black dirt and seeded
- Picked up trash downtown, parks and ballfields
- Opened, cleaned and maintained City Hall and park public restrooms daily

MAIN MAINTENANCE

- MISS Digs
- Shut offs/ons
- Meter reads, rereads, final reads

MOTOR POOL

Misc. Equipment and staff vehicles:

- 204: installed new lift gate, replaced driver's seat pad and cover, diagnosed and replaced forward sensing module for the air bag
- 214: serviced
- 216: serviced
- 219: serviced and repaired interior light switches and replaced starter
- 222: serviced
- 413: replaced exhaust mufflers
- 319: tractor broom, replaced leaky hydraulic motor seal.

Dump trucks:

- 104: replaced a brake chamber and front king pins
- 105: replaced leaky hydraulic hose to front plow cylinder.
- 106: diagnosed engine cutting out, replaced engine control module and cam sensor

Busses:

- 901: performed a grease service. repaired the securement of the wheel chair lift to the floor of the bus. Serviced the lift, replaced the gas shocks on latches, rubber bumper stops and the stow blocks, then readjusted the lift
- 903: repaired a coolant leak and replaced both battery's. Removed both exhaust filters and cleaned
- 904: performed a grease service. Repaired the wiring to the top strobe light. Replaced all 4 rear tires.
- 909: performed a grease service and replaced front tires

Mark Gifford, City Manager

MANAGER'S NEWSLETTER

OCTOBER 20, 2017

LEAF PICK UP

Leaf Pick Up begins on October 25th. Notice was sent in the water bills outlining the details.

FALL FESTIVAL

Downtown Fall Festival is Oct 27th and 28th. Highlights include the Chili Cook Off on Friday evening, a parade, trunk or treat, celebrity pumpkin roll and live music on Saturday.

PLANNING COMMISSION

At their last meeting, the Planning Commission passed a motion to oppose HB 4503 and SB 329. Both bills restrict the local control of short-term rentals.

REDEVELOPMENT READY COMMUNITIES

The State has responded to the City's efforts to comply with the Redevelopment Ready Communities (RRC) program. RRC is a program designed to promote effective redevelopment strategies through a set of best practices. Staff will continue to work towards the goal of becoming RRC certified.

LIBRARY

Join us for the 25th Anniversary Celebration for the Friends of the Library on Thursday, October 26th at City Hall. It all starts at 5:30 p.m. with refreshments. At 6:00 p.m. Al Bryant begins his tales about gravestones and tombstones. As a great storyteller, Mr. Bryant will provide us with many interesting and unusual facts that you probably have never heard before. Should be fun.

Adults and kids are welcome to come to the library's main circulation desk and "guess the weight" of our pumpkins. The catch is you cannot pick them up – just eyeball them. The pumpkins themselves will be awarded to the person whose guess is the closest to the actual weight of that pumpkin.

Halloween-related items (it will be here before we know it):

- The Monday the 30th, Storytime (10:30 AM) is all about Halloween, with all the kids and adults encouraged to wear costumes. There's always a march around the library so patrons and staff can enjoy the creatures and characters.
- On Halloween itself, the staff will be hoping to see some patrons (of any age) coming to the library in costume and to join with the staff who may be unrecognizable too in their creations.

Do you like board games? The library will join the celebration of International Games Day on November 4th from 1-8 p.m. on that Saturday. Please consider playing some new and old games with your friends and neighbors and have fun socializing with us, and challenge yourself.

PUBLIC SAFETY

In the past week, the Police Division responded to 90 calls for service. One of these involved a 31-year-old male being accused of CSC 1st and possession of Child Sexually Abusive Material. Investigators from the department have worked with the Michigan State Police Computer Crimes Unit and Internet Crimes Against Children Task Force in this investigation. Charges have been sought through the Mecosta County Prosecutor's Office. Investigation into the matter continues.

The third installment of the Citizen Police Academy begins next Wednesday at the department.

In the past week, the Fire Division responded to 30 calls for service. Wednesday was particularly busy with 11 calls for service alone. On Thursday members had ladder training with Reed City Fire.

CODE ENFORCEMENT ACTIVITIES

Violations:

(8) Blight	(8) Disabled Vehicles
(5) Garbage & Rubbish	(5) Parking
(4) Permits	(9) Polycart Placement
(1) Recreational Vehicles	(7) Signs
(2) Uninhabitable Dwellings	(2) Yard Waste

PARKS & RECREATION

- The Farmers Market end of season meeting is scheduled for Friday, November 3rd from 10:00—12:00pm at City Hall. This meeting allows vendors to share thoughts and concerns, network, and discuss the season.
- In collaboration with Metron, the market will be hosting Vendor Appreciation Day on Friday, October 27th during the market. Soup and bread will be provided for vendors.
- All reservations have been made for upcoming winter programs. Planning continues.

PUBLIC WORKS ACTIVITIES

DPW: STREETS

- Worked on alley off from Oak St that is being paved
- Fixed water stack at 246 N State St
- Removed animals caught in live traps and relocated
- Installed sign on 600 block of Clark St
- Picked up wood from tree trimming and removal by contractor
- Worked on handicap ramp on corner of E Pine St and US 131
- Checked and jetted sewers per normal daily and call ins
- Painted City Hall public restroom doors
- Repaired sewer at Ala Mode Café
- Dug out 3 patches in alley behind Patterson's Flowers
- Set out Farmers Market cones and signs on Tuesday and Friday

DPW: PARKS

- Mowed of ballfields and soccer fields
- Washed ballfield tractor and put away for the winter
- Picked up picnic tables at Win Kellum
- Took care of items reported on See Click Fix site
- Blew out irrigation at ballfields and soccer fields in preparation for winter
- Continued trimming trees
- Picked up trash downtown, parks and ballfields
- Opened, cleaned and maintained City Hall and park public restrooms daily
- Staked over 300 locations in Clay Cliffs for tree planting that will take place

MAIN MAINTENANCE

- MISS Digs
- Shut offs/ons
- Meter reads, rereads, final reads

WASTEWATER PLANT

- The Plant continues to run well overall, but some filamentous growth has developed.
- Replaced a faulty pressure control switch on the shop air compressor.
- QMC and their sub-contractor, Monarch Welding, have been on-site to continue work on the unfinished hand railing portion of the Clarifier Project.
- Preparations continue toward an informational public meeting, regarding Food Service Establishments and IPP Program efforts. Goal is to be ready by Jan-Feb. 2018.
- Progress continues toward a completed 2017 Maximum Allowable Headworks Loading Study (MAHL) which will be ready for draft review by the end of October.
- Rotated lead Screw Pump operation from east to west pump, and filled grease hoppers.
- Replaced filter pads on all the electric panel cooling fans in the main electrical room. Also swept and cleaned the blower building.
- Headworks Gas Analyzer sensors remain on-order with Jay, and are expected any day.
- Ordered and received a new discharge temperature gauge for # 2 Kaeser Blower.
- Seven new D.O. probes and related hardware remain on-order with Jay. Control wire has been received and installation will begin very soon.
- Changed gear oil in the Walker Drive, which operates the Gravity Thickener mechanism.
- Jay connected the Ferric Feed Pump flow-pacing module. Calibration is in-progress.
- Cleaned out the grease-removal auger and adjusted air valves feeding the grit channel.
- A new Laboratory Water Machine is on the way, and will be installed any day now.
- Conducted WWTP tours for 6 FSU General Biology and Microbiology classes.

Mark Gifford, City Manager

MANAGER'S NEWSLETTER

OCTOBER 27, 2017

PUBLIC SAFETY

In the past week, the Police Division responded to 78 calls for service. There were no real calls of significance to report.

On Wednesday, the third class of the Citizen Police Academy began. It was very well received by the group. Next Wednesday FSUDPS Director Bruce Borkovich and Detective Brian Miller are scheduled to speak to the class.

On Thursday, a group of members from the department supported new hire Kasey Metcalf, as he graduated from the Grand Rapids Community College Police Academy. The ceremony was very nice. Metcalf, who had previously worked as a service officer at the department, will make a great addition to our family.

In the past week, the Fire Division responded to 18 calls for service.

PARKS & RECREATION

- After a long but successful season, the Farmers Market Season has come to an end. The Holiday Market will be held on Friday, November 17th from 10:00—2:00pm.
- The walking program will begin on Wednesday, November 1st in the Big Rapids Middle School hallways. The program runs 4:00—8:00pm Monday—Thursday. Please visit the Public Works office to register.
- Planning for winter programs continues.

PUBLIC WORKS ACTIVITIES

DPW: STREETS

- Changed banners
- Removed water bags from trees
- Changed signs on Ives Ave
- Painted outside restroom doors at City Hall
- Picked up cones from blacktopping patches in alley
- Cleaned drains
- Cleaned trucks
- Cleaned garage and the drains inside
- Installed new stop signs on Ives Ave
- Repaired patch on Bailey Drive
- Picked up cones from behind Chemical Bank

- Removed concrete on Pine St and State St for ramp being redone
- Checked and jetted sewers per normal daily and call ins
- Set out Farmers Market cones and signs, Tuesday and Friday

DPW: PARKS

- Added gravel to the edge of the Riverwalk
- Mowed the ballfields and soccer fields
- Continued trimming of trees
- Cleaned pesticide sprayers
- Used the blower on Riverwalk and the White Pine Trail
- Picked up trash downtown, parks and ballfields
- Opened, cleaned and maintained City Hall and park public restrooms daily

MAIN MAINTENANCE

- MISS Digs
- Shut offs/ons
- Meter reads, rereads, final reads

WATER PLANT

Safety topic: Listen Up to Protect Your Hearing.

- Checked generators.
- Ran customer samples.
- Buffed floors at the plant.
- Read all water meters.
- Mowed lawn at the plant and H.M.C.
- Removed leaves from lawn at the plant.
- Repaired leak on pump at the booster station.
- Performed plant maintenance.
- Checked cathodic protection.
- Performed quarterly lab QA/QC procedures.
- Changed oil and filters on mower.
- Worked with Jay to trouble shoot and repair several SCADA issues.
- Worked with Jay to replace and calibrate both chlorine scale display heads.
- Adjusted pump run times and cycles to reduce sludge levels in clarifiers.
- Delivered the results from the second round of lead and copper tests to all of the sample locations residents.
- Answered after hour call ins.

Mark Gifford, City Manager

MANAGER'S NEWSLETTER

NOVEMBER 3, 2017

HOLIDAY DECORATIONS

Decorations on Michigan Ave, Maple St, North State St and Baldwin St go up this week. The Downtown Christmas Tree will go up on November 13th.

HANCHETT SAMPLING

Sampling at the Hanchett site concluded on November 2nd and the results will be back from the lab in the next two weeks.

HOLIDAY FARMERS MARKET

Holiday Market will take place on November 17th from 10:00 to 2:00.

CITY ELECTION

The City Municipal General election is on November 7, 2017. On the ballot is a seat for Mayor, two seats for City Commissioner, proposed amendment to Section 8.10 of the Charter of the City of Big Rapids and a bonding proposal for the Big Rapids Public Schools. Please Vote!!

LIBRARY

Last week, the Library's "Books Around Big Rapids" was inaugurated when the library placed children's books in the exam rooms at Dr. Rao's Office in Big Rapids. "Books Around Big Rapids" is providing reading material to doctors' offices and businesses in Big Rapids to encourage parents to read to their children while waiting for appointments. This is part of a larger literacy initiative the library has started called "Read Everywhere in Big Rapids". Next time you are waiting in a business, please let them know about our program because we would love to make reading materials available to them and part of promoting reading in Big Rapids.

On Thursday, November 2nd, the Library and the Friends of the Library took part in the Giving Day event (formerly part of Match Day) at the MOISD Building in Big Rapids. Community organizations are able to interact with many people, and this allows citizens the opportunity to donate funds to the various organizations and/or find out about volunteer opportunities working with these groups.

Don't forget: The Library will join the celebration on November 4th -- International Games Day. From 1-8 PM on that Saturday, please consider playing some new and old games with your friends and neighbors and have fun socializing with us, and challenge yourself.

New at the Library are our "knitting kits". Patrons can check out a kit that includes a simple pattern, instructions and the knitting needles used to make the item. Patrons just have to supply the yarn. The Library has been sponsoring a monthly "knit night" where newbies and skilled knitters or folks who crochet can come to work on their project, share ideas, give helpful hints to their fellows and, of course,

socialize. The next “knit night” is December 7th, 6:30-8:30 pm since you just missed November’s meeting which was November 2nd.

Chris Cook, the Assistant Director, just returned from sunny and warm central California where she attended the 3-day Internet Librarian Conference. This annual conference focuses on technological aspects related to libraries and information/research organizations. She came back with new tips and information to share with staff and patrons, especially when she is teaching her computer/tech classes or working one-on-one with patrons. New apps, the use of AI (artificial intelligence), more VR (virtual reality) and AR (augmented reality) products and applications were presented and evaluated. Libraries are as affected as everyone else with these tech advances and we want to understand and use them, if appropriate, in helping our communities with their literacy needs and lifelong learning goals. These technological developments will play a role in our lives. There were many seminars and panels on privacy and security related to being online, how different social media platforms and tech companies/websites use your data, can we “hide” ourselves in today’s world while taking advantage of these digital/online/cloud resources, and more. Understanding how to best protect ourselves or know what is happening related to hacking, breached security protocols, fake news claims, which seem to be part of our daily news now, can be confusing but is so important. Through the generosity of the Friends of the Big Rapids Public Library, Chris was able to attend this conference.

PUBLIC SAFETY

In the past week, the Police Division responded to 77 calls for service. Of significance is a suspicious situation/possible CSC that was reported on Saturday morning between the 600-700 blocks of S. State St. The matter is still under investigation.

In the past week, the Fire Division responded to 30 calls for service. On Wednesday they trained on lockout tagout, HazMat, MSDS, blood borne pathogens.

On Halloween evening, members of both divisions handed out candy at a couple different locations in the city.

On Wednesday evening, the department had their second Citizen Police Academy presentation.

CODE ENFORCEMENT

Violations:

- | | |
|---------------------------|-------------------------|
| (2) Blight | (3) Disabled Vehicles |
| (1) Furniture | (2) Garbage & Rubbish |
| (7) Parking | (2) Permits |
| (1) Recreational Vehicles | (1) Sidewalks / Streets |
| (10) Signs | (5) Yard Waste |

PUBLIC WORKS ACTIVITIES

DPW: STREETS

- Patched drive going into the Old Jail
- Dug out patch on Bailey Dr. and blacktopped
- Graveled drives in alley

- Removed Farmers Market banners and Pergolas
- Picked up wood from trees taken down
- Picked up leaves
- Graveled edges on Catherine St.
- Moved blocks around trees in Pocket Park
- Picked up tables and umbrellas downtown
- Drilled holes in poles in Pocket Park and Mitchell Creek Park
- Checked and jetted sewers per normal daily and call ins
- Set out Farmers Market cones and signs, Tuesday and Friday

DPW: PARKS

- Blew leaves in multiple locations
- Picked up wood from trees taken down in Pocket Park
- Pulled bases and trash cans from ballfields
- Continued trimming trees
- Unhooked drinking fountain at Holland Park
- Turned off all fountains at the ballfields
- Used blower on downtown sidewalks
- Took extra supplies for fall festival
- Took corn stalks down
- Used blower on Riverwalk and White Pine Trail
- Picked up trash downtown and in parks
- Opened, cleaned and maintained City Hall and park public restrooms daily

MAIN MAINTENANCE

- MISS Digs
- Shut offs/ons
- Meter reads, rereads, final reads

WATER PLANT

Safety topic: Holding on to Hand Safety.

- Checked generators.
- Ran customer samples.
- Received fluoride and chlorine shipment.
- Made chemical reagents in lab to perform water tests.
- Started painting the floor of the high service pump room.
- Removed leaves from lawn at the plant.
- Checked cathodic protection.
- Answered call ins.
- Blew out irrigation lines at the plant.

Mark Gifford, City Manager

MANAGER'S NEWSLETTER

NOVEMBER 10, 2017

LIBRARY

The library took part in the annual Giving Day (formerly Match Day) last week which was in the Miller Wing at the MOISD Complex. We're happy to report that \$7,000 was donated to the Friends of the Library Endowment Fund, and \$9,200 was added to the Library's Playground Fund. As always, we are thankful for the generous support of the Big Rapids Community for the Library and its programs and services.

The next monthly movie in the Foreign Film Series is "Mustang", a film from Turkey, produced in 2015. Join moviegoers at the Library on Saturday, November 11th at 7 PM.

In honor of Veterans Day and to showcase the new Ken Burns book and PBS films, the Library is exhibiting a number of books and DVDs that focus on the Vietnam War. Hope you have had a chance to see or read some of these great works, now displayed on the 1st floor of the library for easy browsing and checkout. The book or movie you want is checked out? Let us reserve it for you so you don't miss out.

Regularly scheduled programs this week:

- Monday and Wednesday, 10:30 am. Storytime.
- Monday, 11/13 the focus of the books and activities is "family".
- Wednesday, 11/15, the Card Wildlife organization will be at the library and of course, animals will be involved.
- Thursday, 9:30-11:00 AM, Tiny Tots Tinker Lab for play and socialization
- Adult PC/Tech Classes: Tuesday, 9:30-10:30 AM and Wednesday, 5:30-6:30 PM – topic is password safes and security programs

PUBLIC SAFETY

In the past week, the Police Division responded to 91 calls for service. There were no real calls of significance to report. Officers are beginning to police more accidents with the snow beginning to fall and people getting acclimated to winter driving again.

In the past week, the Fire Division responded to 15 calls for service. Training and public relations wise the firefighters met with the AeroMed training team to run through an upcoming training our department has been asked to assist with. Members also attended the County training meeting. Further preparation was completed for the upcoming County training sponsored Fire Fighter 1 and 2 Academy. Classes start November 21; our department has taken the lead role in the training academy.

Detective Brian Miller, Officer Lorne Juday and other members of the areas child forensic interviewing team had Interview and Interrogation of Child Abuse Suspects presented by John E. Reid and Associates. The training was 3 days in length.

On Wednesday the Citizen Police Academy class had presentations by CMET, the area Police Honor Guard, Officer Little and his horse and the Dive Team.

PUBLIC WORKS ACTIVITIES

DPW: STREETS

- Picked up brush in alley off Morrison Ave
- Fixed a patch on Rails to Trails
- Repaired the Dial-A-Ride garage door
- Filled potholes
- Crack sealed Riverwalk
- Picked up leaves
- Hauled animals caught in live traps
- Painted light pole
- Picked up cones from Chamber downtown events
- Sawed and blacktopped patches on Colburn Ave and Hemlock St
- Graded alleys and gravel streets
- Fixed catch basin on Hemlock St
- Checked and jetted sewers per normal daily and call ins

DPW: PARKS

- Winterized bathrooms
- Continuing blowing leaves
- Delivered and helped set up election booths
- Adjusted twinkle lights from time change
- Reset holiday ornaments downtown
- Continued adding gravel to the edge of Riverwalk
- Washed lawn mowers for winter storage
- Picked up mural from body shop
- Picked up trash downtown and in parks
- Opened, cleaned and maintained City Hall and park public restrooms daily

MAIN MAINTENANCE

- MISS Digs
- Shut offs/ons
- Meter reads, rereads, final reads

WASTEWATER PLANT

- The Plant continues to run well as we transition into colder weather and the holidays.
- Tom Berdinski and Mickey Leonard (DEQ) made an unannounced Plant visit to collect and split samples with us. Tom will return next week for a follow-up visit and audit.
- Drained, flushed and refilled the oil lubrication systems on all three Spencer Blowers.
- Waiting for QMC and sub-contractor Monarch Welding to finish clarifier railing work.
- Installed a new electric opener on the Headworks Building garage service door.
- Installed a new Chromalox thermostatic furnace controller in the Headworks Building.

- Repaired a reflector panel bracket in U.V. channel # 2 and then placed channel #2 in service. Took Channel #1 out of service for cleaning and maintenance.
- Jay Norris installed new gas analyzer sensors in the Grease/Grit and Headworks Buildings. Some related SCADA alarm programming work is being finished up.
- Changed compressor oil in the Kaeser Digester Blower #1 rear bearing housing.
- Operators pulled new D.O. control wiring through some existing and some new conduit, from the Aeration Basins to the SCADA control cabinet in the Blower Building.
- New D.O. probes (7) are being installed, to replace the original 4 probes in the Aeration Basins. Jay and Don are working on SCADA wiring and programming to integrate these 7 D.O. probes, 4 Automatic Air Valves and 3 Spencer Blowers into 1 D.O. control system.
- Waste Pump #2 control problems traced to a faulty time switch, which was replaced.
- Installation and start-up of a new Elga Pure Lab Water Machine is in-progress.
- Tioga low-level alarm traced to grease build-up on the wet-well level transducer.
- Replaced the ballast in a failed U.V. light fixture and ordered new filters for the Headworks make-up air furnace.

Mark Gifford, City Manager

MANAGER'S NEWSLETTER

NOVEMBER 17, 2017

HOLIDAY EVENTS

The Holiday Market was today, November 17th from 10:00am—2:00pm in the City Hall Parking lot. There are currently 15 vendors registered.

Join us for the Festival of Lights parade, Saturday night, November 18th from 6 to 8 pm. During the festivities there will be Christmas stories told, hot chocolate and cookies to consumed, caroling to hear, live reindeer to see and the Christmas tree lighting ceremony in front of Chemical Bank. But best of all, Santa will be joining us. So, bring the kids and come to this wonderful event! It's a great way to usher in the Holiday Season!

LIBRARY

The library went “live” on their new website this week. It's still a work-in-progress, but we're excited about a different look and design, and happy about how it appears on the smaller mobile devices we all use. We will be adding other information and working on any links that still need updating. Please, take a look.

On Monday, 11/13, Miriam and Chris joined the Brookside teachers at their staff meeting, to talk about the library's “Let's Read Program”, which brings nonfiction books used for various curriculum modules directly to the classroom when requested by the teachers. Teachers were reminded, too, that they can get a Big Rapids Community Library card because they work in our school district. Handouts for the online resources, offered through the Library of Michigan, known as MeL (Michigan Electronic Library), were provided and we showed where you can find them on the Library's website. Anyone can also go directly to the site (mel.org) – free to all Michigan residents. It's an unbelievable resource that so many people know nothing about. Information on the new eAudiobooks and online Transparent Language resources, which were just added in October for all Big Rapids Community Library patrons, was provided as well.

The Library's Wednesday Storytime attendees welcomed staff from Card Wildlife Education Center. Having their staff come to the library allows the kids to see and touch new things, while learning about other creatures in our world. The Pioneer newspaper included an article about this event in Thursday's (11/16) paper. We all enjoy “good press” and we're happy for the great support we get from the Big Rapids local newspaper and their correspondents.

Firming up plans for the literacy playground at the Anna Howard Shaw Memorial Park continues. Chris and Miriam met with the distributor of the playground equipment we have identified as meeting the literacy focus for the park. We are asking for more specific plans and diagrams for the items we want to get installed in the playground so pricing estimates can be created.

PUBLIC SAFETY

The Police Division responded to 80 calls for service last week. Of significance was a fatal structure fire at 132 S. Bronson, which remains under investigation.

Big Rapids Department of Public Safety welcomes Officer Kasey Metcalf who has just completed his first week with the department. Kasey will have a busy next few months as he begins his FTO process.

Firefighter Matt Kidd instructed department members on the use of tourniquets.

PARKS AND RECREATION

- The Big Rapids Community Tennis Association raised a total of \$205 at this year's Community Giving Day. Funds will be used for future programming.
- The walking program continues weekly at Big Rapids Middle School Monday—Thursday from 4:00—8:00pm. Free to participate. Register in the Public Works office.
- Please see attached for 2017 Farmers Market statistics.

PUBLIC WORKS ACTIVITIES

DPW: STREETS

- Repaired water stack at 511 Green St
- Salted roads and parking lots
- Moved all of the plows into the garage
- Picked up leaves
- Moved desk from City Hall to Dial-A-Ride
- Installed light on Riverwalk
- Repaired drain at 314 Monroe Ave
- Graded streets and alleys
- Installed signs in parking lot behind State Street Hardware
- Installed signs on N Third by public school
- Cleaning up back yard at the Garage
- Checked and jetted sewers per normal daily and call ins
- Set out Farmers Market cones and signs, Tuesday and Friday

DPW: PARKS

- Picked up picnic tables for winter repair
- Picked up extra trash cans from parks
- Moved ice rink back boards to Hemlock bathroom
- Installed plaque at canoe art behind Middle School
- Helped set up light on Riverwalk behind Middle School
- Picked up Christmas tree from Duddles and set up in front of Chemical Bank
- Decorated Christmas tree
- Used blower on Riverwalk and White Pine Trail
- Repaired Dial-A-Ride mailbox
- Continued blowing leaves in rights of ways and city properties
- Picked up trash downtown and in parks
- Opened, cleaned and maintained City Hall public restroom daily

MOTOR POOL

- Misc. Vehicles and Equipment:
 - 101 dump truck: replaced the battery's and cleaned battery box

- 106 dump truck: serviced; replaced rear brake shoes, drums, dust shields, hardware and both slack adjusters. Replaced 1 brake chamber and all 4 rear tires. Repaired wire to back up alarm. Replaced spring bolts.
 - 107 dump truck: serviced; replaced rear brake shoes, drums, dust shields, brake chamber, wheel studs and nuts. Repaired exhaust leaks. Replaced all rear tires.
 - 202 flatbed truck: installed winter tires
 - 208 pickup truck: replaced the intake coolant fitting
 - 213 pickup truck: replaced rear brake pads, rotors, calipers, lines and hoses
- Police & Fire Vehicles:
 - 401 police car: serviced and replaced all 4 tires
 - 403 police car: serviced
 - 404, police car: diagnosed service engine light- replaced fuel tank purge valve. Replaced motor mount and rear wheel bearing

MAIN MAINTENANCE

- MISS Digs
- Shut offs/ons
- Meter reads, rereads, final reads

Mark Gifford, City Manager

MANAGER'S NEWSLETTER

DECEMBER 1, 2017

PASSING OF BOB HORAN

The community lost a dedicated citizen and steadfast leader with the passing of former Mayor Bob Horan. The Mass of Christian Burial will be celebrated at 11:00 a.m., Tuesday, December 5, 2017, at St. Mary Catholic Church. Bob's family will greet friends at the church on Monday, December 4, from 4 -7 p.m., and after 10 a.m. on Tuesday until time of services. Bob was the Mayor of this community from 1968 – 1974 and will be greatly missed. The City of Big Rapids reaches out to the family with thoughts and prayers.

STATE ASSESSING AUDIT

The City's Assessing Department was audited by the State and the results of the process have been received. The City met all the Assessing requirements set forth by the State and there are no corrective actions needed at this time. Big thanks to Gail Dolbee for all her hard work!

CONSUMERS REBATE

Eric Haluska is leading the effort to change all the light fixtures in City Hall and Public Safety to LED. This will result in significant long-term savings in reduced energy consumption. Also, Consumers incentivizes these types of projects and has granted the City a rebate of \$6,699.80.

HANCHETT SAMPLING

Sampling is complete at the Hanchett site and the testing results of the samples have been received. Fleis and VandenBrink will be presenting this information to the City Commission at an upcoming meeting.

PLANNING COMMISSION AND ZONING BOARD OF APPEALS TRAINING

Eric Williams is providing a training session for the Planning Commission and Zoning Board of Appeals on December 7th, at City Hall, from 5:30 to 8:00.

LIBRARY

Last week the library's staff handled a myriad of projects, including cleaning the carpeting in the library. There was also a staff in-service/training session, reviewing the new digital resources available to our patrons plus the normal updates on programs and happenings at the library. Holiday decorating has been completed too with plenty of lights and signs of the season scattered around the library. Our Christmas tree looks great too! We have a fabulous display of holiday books (the plots and stories take place at Christmas) and loads of cookbooks focused on holiday baking, eating, etc. There is a little village of buildings in a snow-strewn setting, which sits atop one of the cabinets on the library's first floor. We hope to make everyone smile with the holiday and winter seasonal decorations while they are picking out their next book, movie, or using the computers.

The “Share the Gift of Reading” program runs December 1 – December 23. Gently-used children’s books are being collected at the elementary schools and at the library. The books will then be sorted and provided for the kids at the area preschools. These children are given books to take home each year at the holiday. This is the 23rd year of this program, sponsored by the Friends of the Big Rapids Community Library. So far, they have shared more than 6,300 books with local children.

Gift creation with 3-D printers will be from December 4 – December 15. Kids and parents are asked to sign-up. Folks will get to choose from available patterns, to make a gift on the 3-D printer during their allotted time slot. Then, they will be given the materials to wrap their gift to take home. It will be lots of fun to see what kind of gifts get made, with folks having a 2-3-hour time slot for the 3-D printer to make their gift.

The December “knit night” will be Thursday, December 7th. Bring your needles and yarn and come to start new projects, talk over your current work-in-progress, or get instructions on how to knit or crochet for the first time. The library has knitting kits to check out, which includes needles and patterns too. Experienced knitters are always on hand to lend a hand.

CODE ENFORCEMENT

Violations:

- | | |
|-----------------------------|------------------------|
| (3) Blight | (2) Disabled Vehicles |
| (2) Furniture | (2) Garbage & Rubbish |
| (10) Parking | (4) Polycart Placement |
| (2) Property Maintenance | (2) Signs |
| (2) Uninhabitable Dwellings | (1) Yard Waste |

PUBLIC SAFETY

In the past two weeks the Police Division responded to 142 complaints. No real significant calls of nature to report.

The Big Rapids Department of Public Safety proudly completed its third Citizen’s Police Academy on November 15. The class consisted of four, 3-hour blocks of instruction, over four weeks. It was attended by nine citizens: Allan Tormaren, Aikia Fricke, Ann McCarthy, Walter Howard, Juan Diaz, Gustavo DeBlas, Charlotte Kebschull, Kathleen Cook, and Samuel Ventocilla. The feedback received from participants at the end of these programs makes the extra work worthwhile. Thank you to Detective Miller, Officer Juday, Officer Kuiawa, Officer Flore, Officer Little, Deputy Reed and his partner Callahan, Sergeant Ruggles, Deputy Bielecki, Director Borkovich, former BRDPS Director Courtney, Professor Cecil Queen, and Three Girls Bakery (for the coffee cakes) for taking part in the program.

In the past two weeks the Fire Division responded 47 calls for service. On November 18th firefighters were out at Michigan and Maple for “Fill the Boot” from 9 a.m. to 1 p.m.

On November 21st, the County Fire Academy started. The Mecosta County Firefighters Training Counsel, has partnered with MOCC to complete the academy this year. Eighteen students showed up for the first night of class and were given an over view of the next 5 months of instruction. The class will run until April and will split time between MOCC and City fire, depending on the nights objectives. We have 2 members currently enrolled as well as multiple instructors tasked with leading and instructing the students from 7 other area departments.

“Movember” has come to an end. The public safety employees were able to raise \$1,000, which we donated to Officer Miguel Galley and his wife Jessica to help with expenses while she continues to fight and win her battle with cancer.

PUBLIC WORKS ACTIVITIES

DPW: STREETS

- Picked up leaves
- Fixed lights at Public Safety
- Set out/picked up cones and signs for parade
- Salted roads
- Pulled tree out of 303 Rust Ave.
- Leveled bump in yard of 511 Green St.
- Fixed drive and shouldered edge of alley with gravel 400 blk. S. Stewart Ave
- Fixed water stack at Chemical Bank
- Hauled turkeys for Rotary
- Fixed a sign in front of dollar store
- Cleaned up back yard at garage
- New water service at 517 N. Michigan Ave
- Jetted sewers
- Took down banners on Perry Ave

DPW: PARKS

- Daily opening and cleaning City Hall restroom
- Continued blowing leaves at various locations
- Picked up trash at parks and downtown
- Took extra trash cans and stages downtown for Festival of Lights Parade
- Installed side boards for ice rink at Hemlock Park
- Took down tennis nets at Hemlock Park and volleyball net at Northend Park
- Cut ornamental grasses downtown, City Hall, and Public Safety
- Cleaned up spray paint in playscape
- Picked up cut up wood in Dog Park

MAIN MAINTENANCE

- MISS Digs
- Shut offs/ons
- Meter reads, rereads, final reads

WASTEWATER PLANT

- The Plant continues to run well overall, as we transition from Fall to Winter. The Aerobic Digesters have been temperamental recently, and corrective efforts are being made.
- Tom Berdinski (DEQ) visited our plant, to perform a Plant Inspection, Records Audit and Laboratory Audit. Additional requested information has been emailed to Tom, who will now respond with an Audit Summary and any corrective action that may be required.

- QMC finished some detail coating work on our final clarifier catwalk structure.
- Monarch Welding finished some clarifier handrail installation and reinforcement work.
- Performed weekly lift station readings and checks.
- Replaced a faulty water separator on the Blower Building process air compressor.
- Replaced air intake filters on the Headworks make-up air handler and furnace.
- Cleaned the interior of the Blower Building and the U.V. Building.
- Filled the grease hoppers on both Screw Pump lubrication systems.
- Prepped both snow plows for winter and installed one on the Dodge pickup. The second plow will be installed on the Ford pickup as soon as the snow begins.
- Jay Norris and Plant Operators installed 7 new D.O. Probes in our Aeration Basins.
- Scheduled annual calibration of Plant Influent, Secondary, and Effluent Flow Meters.
- Completed installation and start-up of a new Elga Pure Lab Water Machine.
- Gathering information toward the CIP purchase of 2 new Lab BOD Incubators.
- Biotech cleaned out our sludge storage tanks. 892,500 gallons of biosolids were hauled out to Grant Center and land-applied on a field owned by Roger Aris.

Mark Gifford, City Manager

MANAGER'S NEWSLETTER

DECEMBER 8, 2017

MID MICHIGAN DEVELOPMENT

Congratulations are in order for our very own Cindy Plautz. She has recently completed Mid Michigan's Certified Grant Administrator Training program and has been bestowed her CDBC Certification as a Grant Administrator. Way to go, Cindy!

SANTA IS COMING TO TOWN

Bring the kiddies to town on Sunday, December 10th for a visit with Santa. He will be appearing at Artworks from 11:00 a.m. till 2:00 p.m., JC Penney's on the 16th from Noon till 2:00 p.m. and at the Red Fox Market from 2:00 to 4:00 p.m.

DOWNTOWN CHRISTMAS SHOPPING

Come and celebrate the Christmas Shopping Experience in our lovely Downtown on December 21st from 5 to 8 p.m. There will be caroling, sleigh rides, music, hot cocoa and even a visit from Santa! Help support our Downtown and finish up your last-minute holiday shopping in a relaxed, pleasant atmosphere

LIBRARY

Next Friday, December 15th, the Friends of the Library Book Club meets from 12:00-1:00 PM; everyone is welcome. Their book discussion will be on Louise Penny's "The Nature of the Beast".

For the second week, the 3-D printers are being used by folks who have signed up to create various small items. If it's a gift, boxes and wrapping paper are provided so they can sneak their items home. Tuesday's, December 5th, the front page of *The Pioneer* featured one of our patrons creating their special 3-D project. Sign-up is required and space is limited especially since this will be the final week.

Topics for next week's 10:30 a.m. Storytime's are: Ornaments' on Monday the 11th, and Wednesday the 13th will be Cookie Time. The kids will be excited!

The last computer class of the year will cover various social media platforms, including Facebook, Twitter, LinkedIn. Tuesday's class is at 9:30 a.m. with the same topic covered at the Wednesday, 5:30 p.m. class.

Here are the library's November statistics:

Patron count:	2,887
New library cards issued:	51
Public computer sessions:	7
Library programs:	27
Attendance at programs:	237
Circulation (items checked out):	5,491

PUBLIC SAFETY

In the past week, the Police Division responded to 91 calls for service. There were no significant calls to report.

This past week, officers were provided their annual CPR training by Firefighters Matt Kidd and Sean Wethington. This comes at a considerable cost savings to the city. Outside instructors charge up to \$60 per student.

Officer Kasey Metcalf began the first phase of his FTO training this week. He is working evenings with Officer Jason Kuiawa.

In the past week, the Fire Division responded to 21 calls for service. There were a number of assists in relation to accidents and road runoffs as a result of the new seasonal snowfall.

On Wednesday, members of the department along with others from outside agencies, took part in “Shop with a Hero”. This offers underprivileged children from Mecosta County the opportunity to purchase Christmas gifts for members of their family. The money to purchase these items is donated by Wal-Mart. The public safety personnel and children ate at The Rock on the campus of Ferris State University.

PARKS AND REC

- Co-ed volleyball registration is now open. Games are played on Sundays at Big Rapids Middle School beginning January 21st. Cost is \$300 per team. Registration deadline is January 5th.
- The walking program continues at Big Rapids Middle School Monday—Thursday from 4:00—8:00 pm. Free to the public. Register in the Public Works office at City Hall.
- The Daddy Daughter Dance is scheduled for Friday, February 16th from 7:00-9:00pm at Big Rapids Middle School

PUBLIC WORKS ACTIVITIES

DPW: STREETS

- Filled stump holes
- Cleaned drains
- Picked up leaves and are done for the season
- Cleaned up downed trees
- Fixed street signs
- Filled pot holes
- Sanded and salted streets and parking lots
- Helped unload the new broom for the airport, trained on it also
- Helped with the ice rink

DPW: PARKS

- Opened and cleaned City Hall bathrooms
- Continued blowing leaves at various locations
- Picked up wood that was cut at Hemlock Park ballfield
- Pulled tree stakes on various locations

- Tightened and adjusted Hemlock bleachers
- Picked up leaves
- Took water pump handle off at North End Park
- Removed broken grill from Hemlock Park
- Filled hole at disc golf course in power line right-of-way
- Installed ice rink liner

MAIN MAINTENANCE

- MISS Digs
- Shut offs/ons
- Meter reads, rereads, final reads
- Meter changeouts

MOTOR POOL

Misc. Equipment and staff vehicles:

- 110 leaf truck: repaired heater bow assembly and replaced both fan motor. Replaced turn buckle on rear lift gate
- 300 backhoe: replaced outrigger pads
- 302 loader: serviced and replaced steering dampers
- 303 loader: replaced ignition switch
- Installed wire brooms on leaf pusher
- Cut off saw: replaced muffler
- Chain saw: replaced carburetor
- Old police car: stripped and cleaned and turned into a staff car

Police cars:

- 404: replaced motor mount and front wheel bearing. Replaced all the brake rotors and pads
- 408: installed new gun lock assembly
- 409: replaced front wheel bearing and ABS sensor, replaced sway bar links

Busses:

- 901: serviced and did a safety inspection, serviced wheel chair lift. Repaired head lamp assembly
- 903: serviced and did a safety inspection, serviced wheel chair lift. Replaced front tires
- 905: service call had to replaced fuel pump. Did a grease service
- 906: serviced and did a safety inspection, serviced wheel chair lift. Removed the exhaust filter to get cleaned
- 908: serviced and did a safety inspection, serviced wheel chair lift, removed turbo to replaced fuel lines. Replaced front brake pads

WATER PLANT

Safety topic: Job Hazard Analysis: Identify and Reduce Hazards.

- Checked generators.
- Ran customer samples.

- Checked cathodic protection.
- Installed snow thrower on lawn mower.
- Painted floor in High service pump room.
- Repaired plumbing leak to turbidimeter for filter #2.
- Prepared the truck plow by performing maintenance on it and moving it up to the parking lot.
- Worked with Mall City Mechanical to repair plumbing leak to the Geo Thermal furnace.
- Worked in the Lab correcting the few items that Gregg Lundy found in his audit. Documented these corrections and prepared a response to send to the DEQ.

Mark Gifford, City Manager

MANAGER'S NEWSLETTER

DECEMBER 15, 2017

FSU STUDENT PRESENTATION

Architectural students from Ferris were challenged with the Hanchett site as a class project. The group presented Commissioners and Staff this week and we were all impressed with their creativity and unique ideas. Their ideas may be the basis for the final use of the property.

SNOW REMOVAL

City crews have been working diligently to keep up with the snow. With more in the forecast, property owners are asked to help in keeping sidewalks, driveways and mailboxes clear. Also, remember that there is no overnight parking on the City Streets. Cars must be off the streets between 2 a.m. and 6 a.m.

HOLIDAY SCHEDULE

City offices will be closed on December 25th and 26th and January 1st and 2nd.

SANTA!

Yes, Santa is coming to visit the Downtown again this weekend. From noon to 2 p.m. After that, you can see him at Red Fox Market from 2 to 4 p.m.

LIBRARY

This is the final week of the 3-D gift creation project we've been having at the library for several days. It's been lots of fun. Hope you've seen some of the "presents" that were created – pictures of many of them were posted on our Facebook page.

Lots of people relaxed at the Library Monday evening when the Therapy Dogs and their handlers were here in full force. FLITE (Ferris Library for Information Technology and Education) and Riley MacKenzie sponsored this great treat. It was open so anyone could come and have a chance to take a break from the end-of-term pressures for Ferris and Big Rapids school students. Of course, there were many other adults and kids who came to pet and enjoy these therapy animals. The Library's Facebook page has pictures from this fun evening too.

Still another week for students and families to donate gently-used children's books as part of the "Share the Gift of Reading" program. Holiday-decorated donation boxes are at all the local schools and at the library awaiting the gift of books. The Friends of the Library sort and clean these books, which are then donated to the preschools. Children and their families who attend story times at the preschools are given one of these books for their very own. These books are for the children to keep

and take home so they have their own book to read, or have read to them, which can make such a difference in their reading proficiency.

The Christmas tree at the Library is festooned with Christmas decorations, including gift cards that encourage people to make a monetary donation to the library to take part in the “Share the Gift of Reading” program in a different way. Donors can indicate what kinds of items the library should purchase for the collection, and if the donation is in honor of anyone. All donations are welcome and continue to provide great library material for the patrons of the Big Rapids Community Library.

PARKS AND REC

- Please see attached for 2018 winter recreation programs flyer.
- Coed volleyball registration is now open. Games are played on Sundays at Big Rapids Middle School beginning January 21st. Cost is \$300 per team. Registration deadline is January 5th.
- The walking program continues at Big Rapids Middle School Monday—Thursday from 4:00 to 8:00pm. Free to the public. Register in the Public Works office at City Hall.
- Met with a representative from the Health Department to discuss bringing Rec Connect to Big Rapids. The grant-funded program would allow individuals with low income to participate in recreation activities throughout the city at no cost.

PUBLIC SAFETY

In the past week, the Police Division responded to 96 calls for service. A good number of these were accident, motorist assist or road runoff as a result of the inclement weather received. There were no other real significant calls for service to report.

Officers were trained in the past week on felony traffic stops and active shooter by Sergeant Jeff Hauger and Officer Lorne Juday.

In the past week, the Fire Division responded to 10 calls for service. There were no significant calls to report.

Personnel applied 6 loads of water to the city ice rink to get the level up above the liner on the west side. MOCC Public Safety class visited the station today. Morning and afternoon classes were able to learn some new hose advancement techniques. Students were also able to practice search and rescue as well as some forcible entry techniques.

On Tuesday, the department hosted their monthly area detective meeting, with investigators from around the area discussing current investigations they and their department are currently conducting.

On Wednesday the department hosted the areas child forensic interview team meeting. Open cases being investigated by the agencies were discussed. Next month members will be traveling to Mt Pleasant to observe their area's meeting and to tour their Child Advocacy Center. Director Jim Eddinger and a group are actively looking at beginning our own CAC.

CODE ENFORCEMENT ACTIVITIES

Violations:

- | | |
|-------------------------|--------------------------|
| (4) Blight | (2) Disabled Vehicles |
| (1) Garbage & Rubbish | (21) Parking |
| (1) Permits | (1) Property Maintenance |
| (1) Sidewalks / Streets | |

PUBLIC WORKS ACTIVITIES

DPW: STREETS

- Plowed snow on 4 occasions: Airport, streets, parking lots, sidewalks, and alleys.
- Sanded and salted roads and sidewalks.
- Fixed storm sewer at Michigan Ave and Oak St.

DPW: PARKS

- Installed back boards at ice rink.
- Daily opened and cleaned City Hall bathrooms.
- Picked up trash at parks and downtown.
- Cleaned up fallen trees at North End river walk.
- Cleaned up fallen trees at River Street crusher dust trail.
- Started disassembly of picnic tables.
- Cleaned up leaves behind City Hall.

MAIN MAINTENANCE

- MISS Digs
- Shut offs/ons
- Meter reads, rereads, final reads
- Meter changeouts

WASTEWATER TREATMENT PLANT

- The Plant continues to run well, with winter here to stay. The South Digester is back to normal and the North Digester is improving.
- Mickey Leonard (DEQ) visited our Plant in November to collect and split samples with our Lab. Results are in and our Lab numbers match those produced by the DEQ Lab.
- Power outage and alarm at Tioga lift station; the back-up generator was running.
- Power outage and alarms at the Plant; operators responded and re-started equipment.
- Performed weekly lift station readings and checks.
- Repaired a coolant leak on the Dodge pickup and installed a snow plow on the Ford.
- Hach Service calibrated our Lab Spectrophotometer and repaired a U.V. Controller.

- White influent was seen on the morning of December 1st. The flow was traced to the east side of town, but the source could not be found.
- Filled the grease hoppers on both Screw Pumps and dumped both catch jugs.
- Jay Norris calibrated all 3 Plant flow meters: Influent, Aeration Influent, and Effluent.
- Mic and John performed the annual IPP Site Visit and Inspection at Hayworth.
- Spencer Blower # 3 was shut down and taken out of service, due to serious mechanical noise. Diagnosis and repair options are being investigated.
- Kaeser Blower # 4 has developed a mechanical noise and vibration, along with continued darkening of crankcase oil. Blair and Eric (F&V) visited to have a look.
- Changed SDC polymer totes in the Blower Building.
- JW and Troy helped DPW with snow plowing during this most recent snow storm.

Mark Gifford, City Manager