



TO: Village Council
FROM: Debbie Powell, Village Manager
DATE: September 27, 2019
RE: Manager's Report

Water Service Termination for Nonpayment

During the past month the Village staff implemented the Policy for Nonpayment of Water Utility. The process went well with a large majority paying their bill or making payment arrangements. There were 16 customers who were tagged for shut off; however, only a few actual shuts occurred and most of them were unoccupied properties. I credit the rather smooth process of implementing the policy to advance notification to the water customers. The local media were essential with helping inform and educate the public on the new policy and changes. Their collaboration served the community well minimizing those customers who were impacted.

Capital Improvement Plan (CIP) and Budget

Staff has been busy working on the 2020 budget and six-year Capital Improvement Plan. We have also been looking at funding options for capital investments i.e. grants, loans, and other cost cutting measures.

RRC Training

On September 19, I attended a MEDC workshop on Redevelopment Ready Communities and how to market key properties within Cass City. Marketing properties for future development is the main goal of the RRC Program and one of the last "best practices" to be completed by the local government before becoming certified. Other workshop topics covered included: Creating a Training Strategy; and Understanding and creating an economic development strategy.

September 27, 2019

Rental Ordinance

The Blight Committee will be meeting on Tuesday, October 1, to work on a draft rental ordinance. The Committee would like to compile a draft, review with the community stakeholders and place on an agenda for Village Council approval by the end of the year for implementation in early 2020.

Employee Handbook

At the Personnel and Public Safety meeting on September 12, Committee members met with staff to discuss proposed changes to the Employee Handbook. Discussion centered around changes to Bereavement leave and clarification of the language for Paid Time Off. Staff provided feedback and revisions were suggested. There are some minor revisions that will be incorporated to the format and other minor corrections, but nothing substantial. Staff anticipates bringing the revised Employee Handbook to the Village Council for approval at the October 28 Meeting.

Grant Applications

The Parks and Recreation Committee met on September 10, 2019. One of the agenda items concerned grant applications for Parks and Rec. The Committee decided to pursue two grants with the Tuscola County Community Foundation. The first would be through the FYI Grant for 20 new chairs and 10 new lounges for the Helen Stevens Memorial Pool deck. Many of the lounges and chairs have been damaged over the years and needed to be discarded. During open pool season this summer, staff received many complaints from patrons about less seating than in prior years.

The second grant application would be for a pocket park located behind the Municipal Building adjacent to the parking lots. It would include demolition and removal of existing plant and trees to make room for a 14 x 14-foot pavilion with plantings and seating to create a community gathering space to enjoy. The pocket park would also feature lighting and incorporate a water feature such as a bubbling rock into the design. The project would require an in-kind match from the village and impact the 2020 budget. This grant request is on the September 30 agenda for your review and consideration.

September 27, 2019

Municipal Building Repairs

The most recent Fall rains have brought an unpleasant surprise, a leaky roof. The leak was located in the most inconvenient area, over a computer station. We contacted a local roofing company for repairs. I was told that overall the roof looks good and that the problem has been corrected.

Our DPW department was busy in the Municipal Building this month correcting multiple plumbing problems which has caused damage to cabinetry and mold issues. Staff is taking a more proactive position on repair and maintenance to the Municipal Building which will be reflected in future budgets.

The new replacement windows for the Police Department are scheduled for install mid-October, so hopefully before the snow falls.

Village Newsletter

As has been past practice, the Village will be publishing a newsletter for the community. The draft is almost ready to go to print. Look for a copy in your mailbox late October.