



Week of January 20, 2020 – Friday Memo

Good Friday afternoon. This is the City Manager's week in review.

DPW Position – The position for DPW Laborer / Equipment Operator is still open. We are getting no responses. We've advertised in the Commercial Record, the Holland Sentinel, as well as the Michigan Municipal League website.

Capital Improvement Plan – I've been spending some time this week reviewing Capital Improvement Plans. We have a great start on a plan with our project master list that staff developed with input from council and I'd like to take the next step and develop that list into a Capital Improvement Plan. CIPs are a long-term plan of capital projects that project out six years' worth of projects and identifies the cost of the project and the funding sources. Capital projects are defined as projects and asset purchases that cost more than \$5,000 and have a useful life of two years.

Kalamazoo Lake Harbor Authority – I've been reviewing information pertaining to a previous request by the township to join the Kalamazoo Lake Harbor Authority. I spoke with the chair of the harbor authority this week about what I'm finding and have spent more time looking for past agreements.

Flooding and Erosion – Monday afternoon, I toured the lakeshore to monitor the erosion following high winds and waves over the weekend. So far it appears fairly status quo. No significant changes.

Brownfield – There have been many conversations about 200 Blue Star Highway this week. Lisa put together a rough timeline and will be working with PM Environmental next week to firm up a tentative outline of progress. We need to begin to develop our applications for the EGLE and the EPA if we want to be considered for funding available in October 2020. We have word that the developer is working with an environmental engineering firm as well as a designer. I have a conference call with the EPA on Monday for a status update.

Cleaning Service – We are seeking bids from a cleaning service after we received word this week that our cleaner has decided to resign. Bid information will be posted on line and in the paper soon.

Root Beer Barrel – Staff has worked on a request for proposal for the root beer barrel. That RFP will be available in the coming weeks.

2020 Census – A 2020 census outreach effort is underway by the West Michigan Research Network. The campaign called "Be Counted West Michigan" is intended to help local governments reach residents most at risk of not responding to this year's census and promote participation.

Marijuana – The draft ordinances are with the attorney for her review. Planning Commission is holding a public special meeting on January 31st at 4:00 PM to discuss the topic.

FY 20/21 Budget – February 3rd will be the day Council reviews goals and projects. The meeting will start at 4:00 p.m. The information we receive will be plugged into the Capital Improvement Plan.

Upcoming Events – There are no upcoming events this weekend that I’m aware of.

That’s all I have for now.

Rich LaBombard
City Manager