

Staff Activity Briefing

These materials are submitted for informational purposes only.

I. Activity Reports

- [A. Clerk Activity Report](#)
- [B. Water Department Activity Report](#)
- [C. Wastewater Department Activity Report](#)
- [D. Wastewater Treatment Project Update](#)
- [E. Department of Public Works & Cemetery Activity Report](#)
- [F. Treasurer's Department Activity Report](#)
- [G. Police Department Call Log - June 8, 2021 through June 21, 2021](#)
- [H. Community Development Activity Report](#)

No report.

Sincerely,

Heather K. Grace

City Manager

PREPARED BY: Barbara Pitcher

PREPARED ON: June 21, 2021

SUBJECT: Clerk Activity Report

BACKGROUND:

On June 8, 2021, the Clerk's job description was updated with enhanced duties to include serving as Deputy Zoning Administrator, Deputy Planning Director and Deputy Marijuana License Coordinator. The Clerk currently has only a basic working knowledge of such activities and will have to work closely with the Community Development Director during the learning phase.

Additionally, the Clerk will reassume responsibilities for Cemetery sale of graves, Perpetual Care fees, grounds maintenance and burials and records. While still on the Clerk's job description, in practice, the responsibility has resided in the bookkeeper's office since Gladys Bybee's retirement.

The one responsibility offloaded in this job description update was the transfer of oversight, proper storage, filing and maintenance of employee personnel files to the City Manager and Community Development Director.

City Meetings

In addition to participating in the meeting itself, time is spent scheduling, drafting/publishing the agenda, contributing supporting documentation, recording/creating/publishing minutes, creating/certifying/ publishing resolutions and ordinances, and proclamations, etc.

Recording Secretary/Host for:

- 6/8/21 – Design Review Committee
- 6/8/21 – Planning Commission Meeting
- 6/10/21 – City Commission Special Meeting
- 6/14/21 – City Commission Meeting

Completed minutes for:

- 6/8/21 – Design Review Committee
- 6/8/21 – Planning Commission Meeting
- 6/10/21 – City Commission Special Meeting
- 6/14/21 – City Commission Meeting

Created Agenda and provided support for:

- 6/9/21 – Buchanan Area Recreation Board (B.A.R.B.)

Processed Publishing of Public Notices for:

- 6/8/21 – Planning Commission Meeting
- 6/8/21 – Zoning Board of Appeals
- 6/24/21 – Design Review Committee

Published Notice of Cancellation for:

- 6/7/21 – Buchanan Area Fine Arts Council

	<u>As of 6/21/21</u>	<u>YTD</u>
• Resolution	0	16
• Ordinance	0	1
• Proclamation	0	0

Communications

The Clerk monitors the City's Facebook account daily – throughout the day, including evenings and weekends – to address questions and comments, as necessary, and to identify relevant content to share with the community.

Postings*

	<u>As of 6/21/21</u>	<u>YTD</u>
• Bulletin Board	8	52
• Website	12	126
• Facebook		
○ Original Content	28	80
○ Shares w/ Additional Content	14	79
○ Shares w/o Additional Content	29	275

*Posted by the Clerk, only, as opposed to other staff

Public Comment/Inquiries

Almost every one of the contact methods below require at least one follow-up email, phone call or conversation and often multiple.

	<u>As of 6/21/21</u>	<u>YTD</u>
• Contact Us – Response/Routing	10	68
• Phone Inquiries	34	217
• Facebook Messages	16	61
• Email	12	49
• In Person	5	33

FOIA Requests

	<u>As of 6/21/21</u>	<u>YTD</u>
• Open Requests	1	1
• Closed Requests	2	19

Notary, Certification, Attestation, Oath of Office

The Clerk is one of two Notaries at City Hall. We notarize documents for the public at \$1.00 per signature. Additionally, the Clerk is responsible for certifying internal documents and oaths of office.

	<u>As of 6/21/21</u>	<u>YTD</u>
• Notary	1	16
• Certification	0	15
• Oath of Office	0	5

Deputy Marihuana Permit Coordinator

The Clerk is one of the approvers in the marihuana permitting process and responsible for providing attestations for marihuana licensing. As of June 8, 2021, the Clerk assumed the role of Deputy Marihuana Permit Coordinator.

	<u>As of 6/21/21</u>	<u>YTD</u>
• Attestations	2	12
• Permitting Approvals	0	0

Cemetery

As of June 8, 2021, the Clerk has resumed responsibility for sale of graves, perpetual care fees, grounds maintenance and burials and records.

The Clerk will work with the Treasurer who, in her former role as bookkeeper, has the best understanding of our current staff. However, it is estimated there is at least a 1-year backlog in processing cemetery deeds. Currently, the clerk’s office has had no technical ability to support the activity. Edge IT spent approximately 1 hour on the Clerk’s computer in an unsuccessful attempt to install Pontum, the software used to manage cemetery deeds. Pontum indicated they must do the install in conjunction with our IT provider and scheduled for June 16 while the Clerk was out of town for training, so it must be rescheduled when both the Clerk and IT support are available. In the meantime, in order to access the system, the Clerk will have to use the Treasurer or Bookkeeper’s computer when they are not in the office.

	<u>As of 6/21/21</u>	<u>YTD</u>
• Phone Inquiries*	7	7
• Email Inquiries	2	2
• Grave Sales		
• Perpetual Care		

*Inquires RE: Plot value, map, street address, cemetery-related FOIA request

Professional Development

MAMC Annual Meeting & Free Virtual Education Day

As a member of the Michigan Association of Municipal Clerks, the Clerk was able to participate the **MAMC Annual meeting and a free day of virtual education** on June 3. In addition to the annual meeting, educational topics included Open Meetings Act, Early Voting, and a Bureau of Elections Update.

The Open Meetings Act presentation was very informative and will enable the Clerk improve internal processes, usher all commissions, boards and subcommittees into compliance and maintain the transparency that the Sunshine Laws and OMA were designed to promote.

Each of the presenters for the Early Voting presentation, represented counties from across the country where election are administered at the County level, whereas Michigan administers elections at the local level; and several were discussing true “early voting” where voters complete and cast their vote in the tabulator prior to Election Day, where as what was referred to as “early voting” in Michigan is actually voting by absentee ballot. Nevertheless, while not as relevant to our situation in Buchanan, several items of note were:

- The consensus among all presenters is that early voting, true or absentee, results in high personnel costs and is staff.
- Publishing wait times for early voting, similar to the way post their ER wait times, can help manage voter expectations and reduce frustration levels.
- While the City of Buchanan meets all current security requirements, one presenter confirmed an enhancement would like to implement, which is the use of election carts. Such units keep all election equipment, materials, etc. organized and secure while in storage, during to and from the offsite precinct and AV Counting boards, staged for set-up at or return from offsite locations.
- An additional and optional security measures include a transport log which documents who, when, and how long it took to transport election equipment and/or materials between City Hall and precinct/AV Counting Board which would reduce opportunities for tampering during transport.



whether
hard on

hospitals

the Clerk
storage
ballots,
transport
and while

The Bureau of Elections presentation was more review than forward-looking, but provided some useful guidelines for handling elections-related FOIA requests, discussed improvements to the Accessible Ballot process that will make the process easier for voters and clerks while significantly reducing the number of individuals who request an accessible ballot by mistake (every accessible

ballot request the Clerk received for the November 2020 election was in error), and informed us that the BOE is working to transition all municipal websites DOTgov and https: which will likely take several years.

The next Free Education Day is September 1 in Frankenmuth, followed by a Clerking 101 Bootcamp on September 2, 2021.

MAMC Institute

The Clerk is attended Year 1 of the **MAMC Institute**, June 13-18 in Mt. Pleasant which is part of a three-year certification process. A variety of leadership and professional development topics were covered over the 6-days of classes. Particularly relevant to the Clerk were Security in the Clerk's Office, Records Management, and a Legal Update that included Hostile Work Environment, Legalized Marihuana, and Sexual Harassment. Year 2 is scheduled for March of 2022, either March 13-18, or March 20-25.

BS&A Education & Training

The Clerk participated in 3.5 hours of **BS&A Current Process Discovery – Day 1** session on June 7, which provided an overview of utility billing and search features in the BS&A system. The Clerk will need to fully understand this information in order to provide periodic coverage for the Clerk-Cashier while out of office and/or on breaks. Additionally, miscellaneous receivables and invoices were covered, which the Clerk may use at a later date for invoicing for park/venue rentals, FOIA deposits or charges, or other fees.

Administrative/Other

City Hall Chamber & General Clean-up

Over the past year and numerous staff transitions, the Chamber and storage rooms at City Hall have become the repository for anything and everything people don't want in their offices. The Clerk is leading the effort to clear out the Chamber in preparation for resuming in-person meetings in July. Obsolete and unwanted items will be sold by lot to highest bidder, donated, recycled, or discarded.

City-Wide Garage Sale

The Clerk collaborated with the City Manager and intern Kristina Bellaire to update the process for the City-Wide Garage Sale, June 18-20, and promote the event via the City's website, social media and flyers distributed to key locations around the City with QR codes to a list of sales and a map marking their locations. Paper copies of the map were also available at City Hall.

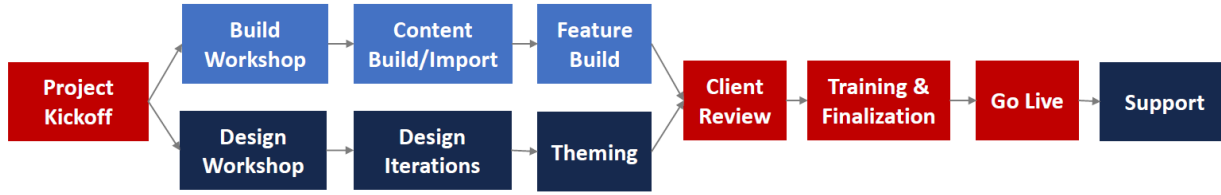
Park/Venue Reservations & Rentals

The Clerk collaborated with Seasonal Administrative Assistant, Alex Tobler to refine, consolidate and document the reservation and rental process for the Redbud City Center (currently administered by the Police Department), the Common (currently administered by the Community Development Director) and McCoy Creek Duck Pond, Centennial Park, Katherine Park, Ravish Park and Victory Park (currently distributed between the Administrative Assistant and the City Clerk). While some parks have not traditionally been rented, the option will be available in the event a group wants exclusive access for a specific time period. Signage will indicate the park is available for public use with the exception of dates posted on the schedule (to be updated at each park regularly), along with contact information for City Hall and the Buchanan Police Department. The current plan is to have all reservations and rentals directed to the Administrative Assistant (under the supervision of the City Clerk) who will process forms, update internal and public calendars, communicate with staff as appropriate, and request/issue deposit refunds as necessary, effective July 1, 2021.

Municode Website Design & Development

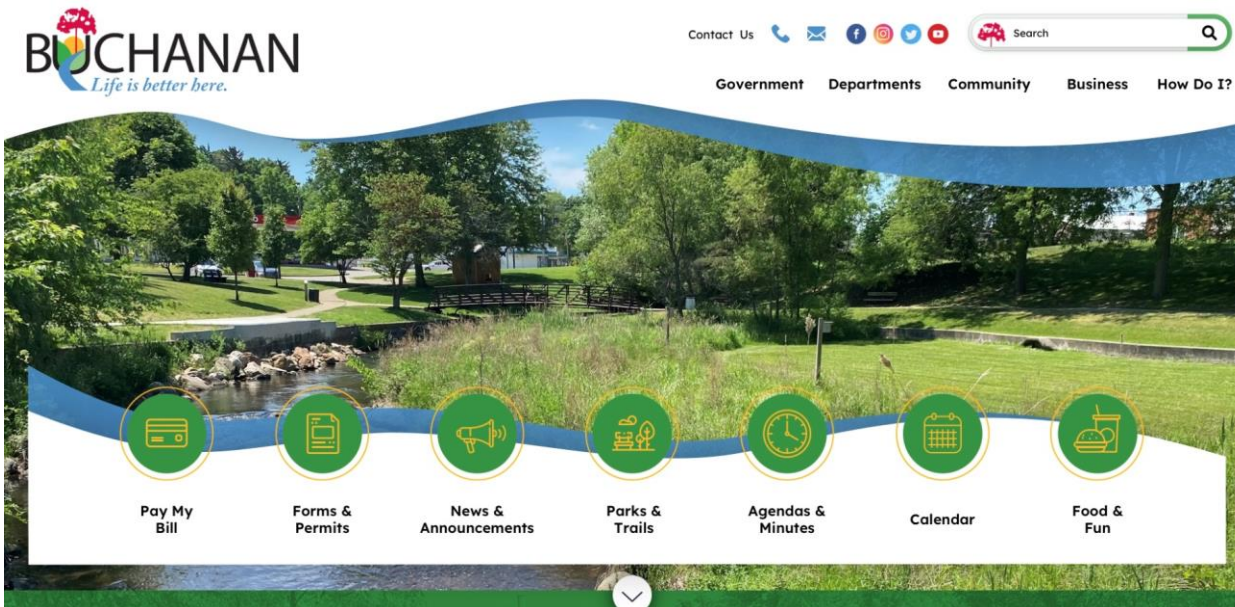
The Clerk has been compiling information and documents for the Municode Website Developers. We are currently in the Design/Build Stages and have provided us with several straw models to review for overall design concept. Following the project timeline is a screen print of the preferred design concept which still needs some adjustments. We've chosen to incorporate elements from our logo, with a graphical element representing McCoy's Creek as a prominent feature throughout the City. Home page pictures will vary as we build up our image library.

BUILD TRACK



DESIGN TRACK

Design	Build	Review & Training	Go Live
Start: 5/14/2021	Start: 5/14/2021	Start: 8/30/2021	Start: 9/20/2021
Tasks: <ul style="list-style-type: none"> • Send Logo • Send Images • Send Design Packet • Design Review & Approval • Theme Prep & Theming • Quality Assurance Check 	Tasks: <ul style="list-style-type: none"> • Complete Blueprint Form • Send Staff Directory • Content Migration • Send Meeting Data • Send Email Lists • Configure Features • Import Meetings 	Tasks: <ul style="list-style-type: none"> • Review Website • Send Feedback • Schedule Trainings • Attend Trainings 	Tasks: <ul style="list-style-type: none"> • Staff Updates • Final Review • Launch
End: 8/25/2021	End: 8/25/2021	End: 9/20/2021	End: 9/30/2021



Municode Meeting Management

As we work through full agendas and minutes of various Commissions and Board in the new system, we are realizing many of the advantages we had expected and discovering some nuances that require approaching the process differently. For example, the online editor does not contain spell-check and requires doing so only after downloading to Word, which is part of the process of publishing minutes, but an extra step once in Word that was not anticipated. The Clerk has installed Grammarly, which should provide real time feedback and correction in the meeting management system. Ongoing adjustments to the templates are also being made. We may actually cycle through a few meetings until we get everything working as planned.

Municode continues to develop agenda and minutes templates for each board in preparation for meetings with each of their officers in advance of training beginning in July. The Clerk is currently identifying forms and workflows to be included in Meeting Management.

PREPARED BY: Scott Dessenberg

PREPARED ON: June 16, 2021

SUBJECT: Water Department Activity Report

BACKGROUND:

Over the course of the last few weeks, we have been involved in the following tasks:

1. Miss-Digs are still coming in at a very high rate. We have been receiving multiple notifications per day.
2. Notified customers of leaks on Terre Coupe, Cecil, Hillview, Post, W. Chicago, Carroll, Polis, W. Third, Polis, and several more I didn't write down. With the hot weather, sprinkler activity and pool fills have really picked up and with it our daily pumpages have climbed significantly in the last month.
3. EGLE has given final approval for our DWAM grant, now we are ready to begin coordinating pot-holing efforts between Craig and the DPW to begin collecting the data we need to comply with the State's CDSMI requirements and be reimbursed for our work.
4. Now that we are cleared to enter homes with customer's permission, Craig has been working diligently to disperse door cards and fix meter-read issues that we haven't been able to address since the beginning of the pandemic. Just this week he has fixed 7 issues in just a couple days.
5. I composed our MOR report for EGLE for the month of May.
6. I provided a map for Jan Jacobs showing the path of McCoy Creek downtown from Days Ave. to the north side of Front St.
7. We came in on the evening of 5-26 and helped DPW and Cemetery place the banners downtown in preparation for the Memorial Day parade.
8. We were able to stop a street valve from leaking at the corner of River and Fulton St.
9. I ordered horticultural vinegar from the hardware and sprayed the weeds around the wellhouses. We use horticultural vinegar instead of regular herbicides at the well sites to prevent potential contamination of our water source.
10. I completed our annual Disinfection Byproducts sampling for EGLE compliance. These samples must be collected in June, and I try to do them as early as possible in case there are any issues that arise. We have since received our results, and I'm happy to say that they came back very low.
11. I distributed the hard copies of our CCR report to all the usual places, leaving only the annual certification letter to be completed to finish our annual CCR cycle.
12. On 6-3, with the help of DPW and Cemetery, we repaired a water leak on the corner of Third and McCumber. The leak originated from an old spider-tap that had been used to connect the original water main on McCumber to the main on Third. When the old main was retired, it was valved off after the spider-tap, but those 4 lines were still live. We were able to get the 4 corp stops shut off and eliminate the 4 lines (which were lead) from the system.

13. I have composed a list of houses to door-card for meter changes that coincide with collecting pot-holing data for our CDSMI. I will hand those cards out next week and begin that process prior to the moratorium on meter changes in August.
14. We spent a good deal of time 6-7 through 6-10 dealing with a leak in a customer's service line on Elizabeth St. Not that we fixed the leak, as it was on the customer's side of the curb stop, but in dealing with comments and complaints from neighbors and other townspeople who involved themselves. On 6-10, Carl Boling and Core-Bore repaired the customer's service line. I would like to extend a huge thank-you to Mike Baker, Sweet C Robinson, and Carl Boling for helping to get this issue resolved without displacing the customer from her home.
15. I have dealt with Sensus Technical Support a couple of times on some minor issues concerning the base station. As of now, I have been able to fix one issue and I believe diagnose the source of the other and will get it fixed soon.
16. We took possession of the enclosed trailer we will be outfitting for use on water leaks and other digs from Trailers Midwest in Elkhart. We appreciate the Commission's consideration for our safety and can't wait to start setting up and using the trailer.
17. I spent some time on 6-10 and 6-11 going over the NFWF grant information and looking at a couple potential sites that might qualify for funding. I spoke with Rich about it and in particular the area where McCoy Creek Drive crosses the creek near the Chemical Feed Building. I was able to provide pictures of the serious flooding that took place in that area in February of 2018.
18. Renee and Kristina developed a coordinated Water Dept. calendar in Outlook for us to use to schedule appointments and coordinate between Craig and I and City Hall. So far it has worked great.
19. On 6-11 Craig and I rounded up cones and delivered them to the PD to assist in the bike rodeo held at Ottawa Elementary School.
20. I have collected our every-three-year compliance samples for Synthetic Organic Compounds and Volatile Organic Compounds. Basically, SOC's are the result of pesticides and herbicides, and are usually the result of agricultural or golf course activities. VOC's are petroleum based compounds and are usually the result of gas or oil related activities, or other industrial activities. I should get the results of these samples next week sometime.
21. On Monday, I diagnosed and replaced a damaged wiring harness on the deck drive assembly of Frankenmower. It is back to working order now.
22. I finished my math class through the Michigan Section of AWWA. I should receive my CEC's shortly, and be qualified to
23. On 6-10, I helped a snapping turtle who had gotten stuck inside the fence at the Chemical Feed Building while making nests and laying eggs. She was able to get back to the creek.



Scott Desenberg, O.I.C.

PREPARED BY: William Housand

PREPARED ON: June 17, 2021

SUBJECT: Wastewater Department Activity Report

BACKGROUND:

Over the last two weeks the following tasks were completed by Wastewater Department staff:

1. Rags were removed from the primary bar screen and disposed of.
2. Weeds were sprayed around the plant and the hill leading up to the new plant was line trimmed.
3. We've been working on assembling lab equipment and furniture for the new building as it arrives.
4. UV bulbs were replaced with the backup stock we had on hand.
5. Industrial pretreatment facility inspections were performed at GP Manufacturing and Thousand Oaks.
6. The Kubota tractor was cleaned and greased.
7. Approximately 25,000 gallons of sludge were poured into bed 1 and dewatering bags 2-6.
8. Stormwater swales around the plant were cleaned out as part of our routine SWPPP maintenance.
9. The UV barn was swept and reorganized.
10. A tree that had fallen across the West fence line of the plant was cut up and removed.
11. Semiannual reports were submitted to EGLE for our effluent PFAS concentrations and industrial user PFAS sampling results.
12. 200 lbs. of sodium bicarbonate were purchased from Co-Alliance.
13. The last dewatering bag was installed in bed 5.
14. Nalco Water was onsite to install a new cartridge filter in the water deionizer. They also installed the deionizer system in the new lab.
15. A new access key was ordered for the telemetry box at Glaser lift station.
16. James Pearman participated in an industrial stormwater training webinar and then took the corresponding State exam.
17. The CBOD demand portion of the DMRQA was performed. This was last item that needed to be analyzed for the current DMRQA.
18. QA/QC data for the last four weeks was logged into control charts.
19. An order was placed for truck oil change supplies and antifreeze.
20. A leaking sink was repaired in the lab.
21. Mercury analysis was performed on a sludge sample. This is an annual requirement of our discharge permit.
22. The plant backup generator developed a coolant leak that required replacing some sections of hose and a radiator cap. While the coolant system was drained, we removed and cleaned the block temperature sensors.
23. Copper samples were collected from an industrial user and at a manhole in the collection system.
24. We've been swamped these last few weeks with coordination issues involving the new plant project.
25. In addition to the items listed above, 87 preventative maintenance work orders were performed.

PREPARED BY: William Housand

PREPARED ON: June 17, 2021

SUBJECT: Wastewater Treatment Project Update

BACKGROUND:

The following items were completed over the last two weeks on the new WWTP project.

1. A section of sidewalk was removed so that a forcemain could be connected to the Headworks building.
2. Work began on installation of the driveway curbs.
3. The influent forcemain pipes were connected to the oxidation ditches.
4. Both clarifiers were fill tested and the RAS pumps were flow tested with that volume of water.
5. Electrical conduit manifolds were installed on both ends of the oxidation ditches.
6. The floors of the clarifiers were both grouted. This entails using the clarifier drive mechanisms to custom form the floor, by adding 2 or 3 inches of concrete as the drive mechanisms level it out.
7. Chemical dosing lines were installed throughout the plant.









PREPARED BY: Mike Baker

PREPARED ON: June 23, 2021

SUBJECT: Department of Public Works & Cemetery Activity Report

BACKGROUND:

The DPW and Cemetery have been busy with the following:

- We have cut down several tree stalks and dead trees
- Burials
- We repaired a catch basin on Chippewa street
- We have been actively sweeping neighborhoods
- We have cleaned multiple storm sewers
- We are making Victory street park a better place
- We are helping the water department with various water digs
- We fixed the and serviced the vault cart
- We put new blades on the chipper
- We are cleaning up storm damage
- Trash runs through town
- Mowing and weed-eating all city property
- Picked up and hauled the garbage that has been dumped on Elizabeth street

This is not all the thing but is an overview of some of what we have going on!!!

PREPARED BY: Stephanie Powers

PREPARED ON: June 16, 2021

SUBJECT: Treasurer's Department Activity Report

BACKGROUND:

- Met with Mike Baker to go over purchase authorizations and account numbers.
- Spoke with Thad Payne of United Federal Credit Union to set up training for in house transferring of employees' HSA accounts. Requested that Marcia provide UFCU with participating employees' names and addresses. Discussed how best to inform Department Heads of necessary paperwork needed for this process.
- Continue to work on Summer Taxes preparation. I have requested June 23rd as the day to commit the taxes with Kay. The Berrien County Tax Services Request Form and updated summer newsletter for the back of the bills has been sent to SBF Enterprises. All L-4029 have been received except one for Berrien Resa. We are waiting until June 8th for theirs to be approved.
- Marcia and I zoom met with Rhonda from Plante & Moran on Thursday, June 3 to go over reconciling Utility Billing and discuss miscellaneous journal entries. We also discussed best practices for bank reconciliations going forward.
- Continue to work on banking and updating Treasurer Reports.
- Trained Marcia on the monthly Accounts Receivable process. Processed and mailed monthly invoices.
- Initial training on Utility Billing, Miscellaneous Receivables, General Ledger and Cash Receipting with Jessica and Zach from BS&A.
- Met with Jerry Flenar of the McCoy Creek Trail Committee to go over the Letters of Intent to Donate and receipts. They would like me to amend the monthly trail reports before Thursday, June 17 to indicate the pledges and money receipted to date.
- Attended Rich's biweekly staff meeting. Items of note that were discussed include approval of inservice days, clean up of the chamber, Human Resources and the issue of the cemetery deeds, who is responsible, contact information needed and computer issues with the software. As the clerk, Barbara is now handling this process. Marcia was asked to be the back up. Stephanie has offered to be backup also because I have the most knowledge at this time of the process. Alex Tobler has generously offered to work extra to help us get caught
- up.
- Trained with Marcia on her second payroll including running and providing payroll reports to BS&A. Contacted ADP to get Marcia access.
- Contacted Guy Lewis in order to help a customer who needed a sewer(?) permit.
- Updated the SIGMA Vendor System to deposit ETF's to the Honor bank account. Updated the contact information.
- Provided Honor Credit Union with requested purchasing card letter. We will forward the minutes to Karol at Honor and they will issue the signature cards and purchasing cards at that time.
- Marcia entered in all remaining journal entries for April & May. We have posted and contacted Monika at Plante & Moran so she can continue reconciling the TCF Bank accounts.

- Trained Marcia on preparing and reporting the MERS deductions. Currently giving her guidance on the payroll preparations for the fiscal year end including the insurance reimbursement for nonparticipating employees and how to process the quarterly HSA payments.
- Trained with Katie from United Federal Credit Union on how to process the HAS deposits in house. Gathered employee information and set up the online process.
- Helped citizens with questions and concerns involving the cemetery, deeds and deed transfers. This is can be very time consuming.
- Continue to work on copious amounts of banking. Picked up the new Honor Purchasing Cards for the City Manager and Department Heads. Requested all Elan cards be returned to the City Treasurer for destruction. The bookkeeper is handling the payoff and closure of these accounts.
- Trained with Zach and Jessica with BS&A on the payroll procedures. Revisited payroll with Zach to set up payroll accrual accounts and go over the General Ledger account numbers to meet the new standards and clean up the city accounts.

Stephanie Powers City Treasurer City of Buchanan



Call Log
Buchanan City Police Department
June 8, 2021 through June 21, 2021

Description	Total of call type
Sex Offenses	0
Larceny	2
Larceny – Theft from Motor Vehicle	3
Fraud	1
UDAA (Motor Vehicle Theft)	0
Aggravated Assault	0
Non-Aggravated/Domestic Violence	0
Family/Other	2
Burglary/Unlawful Entry	0
Intimidation/Stalking	0
Forgery/Counterfeiting	0
Retail Fraud Complaint	0
Damage to Property	2
Liquor Violations	0
Obstruction	1
Disorderly Conduct	0
Public Peace / Other	6
OUIL	0
Driving Law Violations	1
Health and Safety	5
Trespass	1
Juvenile Complaints	1
Animal Cruelty	1
Private Property Damage/PI accidents	3
Abandoned Vehicle	1
Property Checks	4
Alarms	7
Civil	6
Suspicious Situations	16
Lost/Found Property	7
Natural Death	0
Suicide	0
Medical Assist	15
General Assist	48
Ordinance Violations	11
Missing Person	0

TOTAL COMPLAINT COUNT:

144