

These materials are submitted for informational purposes. No formal action is required

I. City of Buchanan Staff Activity Reports

- [A.](#) City Clerk
- [B.](#) Treasurer
- [C.](#) Water Department
- [D.](#) Wastewater Department
- [E.](#) WWTP Project Update
- F. Department of Public Works

Given the recent transition and preparation for Memorial Day activities, no activity briefing was submitted from DPW.

Sincerely,

Heather K. Grace

City Manager

PREPARED BY: Barbara Pitcher**PREPARED ON:** May 26, 2021**SUBJECT:** Activity Briefing – City Clerk

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:

- 5/14/21 – Department Head Meeting
- 5/19/21 – City Commission Budget Work Session
- 5/24/21 – City Commission Meeting
- 5/26/21 – Department Head Meeting

Completed minutes for:

- 5/19/21 – City Commission Budget Work Session
- 5/19/21 – City Commission Closed Session
- 5/24/21 – City Commission Meeting

	<u>As of 5/26/21</u>	<u>YTD</u>
• Resolution	2	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 5/26/21</u>	<u>YTD</u>
• Bulletin Board	3	44
• Website	11	110
• Facebook		
○ Original Content	6	52
○ Shares w/ Additional Content	2	65
○ Shares w/o Additional Content	26	246

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

Public Comment/Inquiries

	<u>As of 5/26/21</u>	<u>YTD</u>
• Contact Us – Response/Routing	5	58
• Phone Inquiries	15	183
• Facebook Messages	0	45
• Email	6	37
• In Person	10	28

FOIA Requests

	<u>As of 5/26/21</u>	<u>YTD</u>
• Open Requests	0	0
• Closed Requests	0	16

Notary, Certification, Attestation, Oath of Office

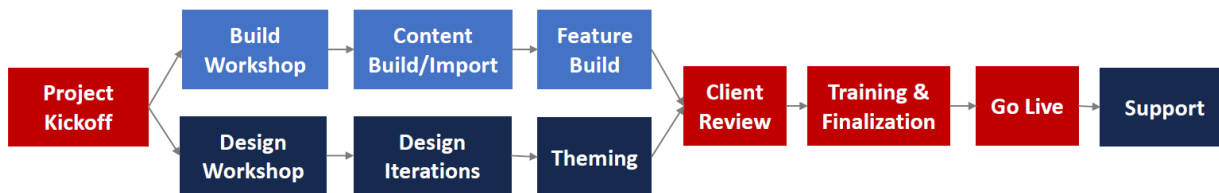
The Clerk is one of two Notaries at City Hall. We notarize documents for the public at \$1.00 per signature. Additionally, the Clerk is responsible for certifying internal documents and providing attestations for marihuana licensing.

	<u>As of 5/26/21</u>	<u>YTD</u>
• Notary	3	15
• Certification	0	15
• Attestation	0	10
• Oath of Office	1	5

Administrative/Other

Municode Website Design & Development – The Clerk and City Manager Grace attended a kick-off meeting with our Municode Website project manager on Friday, May 14. It’s anticipated the entire process should take approximately 4 months and we should have a beautiful, informative, user-friendly and transparent website by this Fall.

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: • Send Logo • Send Images • Send Design Packet • Design Review & Approval • Theme Prep & Theming • Quality Assurance Check	Tasks: • Complete Blueprint Form • Send Staff Directory • Content Migration • Send Meeting Data • Send Email Lists • Configure Features • Import Meetings	Tasks: • Review Website • Send Feedback • Schedule Trainings • Attend Trainings	Tasks: • Staff Updates • Final Review • Launch
End: 8/25/2021	End: 8/25/2021	End: 9/20/2021	End: 9/30/2021

Design meeting on 5/26/2021 to identify key features and design elements and prioritize launch of pages and portals. We should have the first design for review by mid-June.

Municode Meeting Management – The Clerk met with the Municode Meeting Management Portal project manager on May 26 to further refine the agenda and minutes templates and processes for Commission and boards that have already been transitioned, further development of the Activity Briefing, and discussion of next steps as follows:

- Create agenda and minutes templates for each board in preparation for meetings with each of their officers in advance of training in late June through July.
- Submit staff and roles to Municode in advance of training.
- Review forms and workflows to be included in Meeting Management.

Board Process & Policy – Continued research and development to fully document, update and refine all board procedures and policies to regain compliance, establish consistency, ensure effectiveness, and realignment to better serve the vision and goals of the City. The Clerk presented a report of such recommendations to the City Commission on May 24.

PREPARED BY: Stephanie Powers

PREPARED ON: May 27, 2021

SUBJECT: Activity Briefing - Treasurer

- May 17th two new employees started. Initiated paperwork. Toured city hall. First day set up and training for the part time administrative assistant and the new bookkeeper.
- Started training the new bookkeeper on Accounts Payable. The process went well. Marcia is a quick learner.
- Attended the Special Budget Meeting with the commissioners.
- Attended our first bi-monthly meeting headed up by Rich Murphy. Discussed scheduling and city hall closures for in service days. We will meet from 12-1p every other Tuesday. Concerns shared mostly centered around our IT issues.
- Marcia completed the miscellaneous and auditor requested manual journal entries through April after more training in Fund Balance GL.
- Attended the SAM and DUNS Registration Workshop.
- Have spent many hours getting the banking caught up from time spent training and various internet banking problems.
- Met with Lloyd Miller of the Trail to discuss their monthly financial report. They would like more detail on revenue and the amending of the reports.
- Trained and successfully completed payroll with Marcia.
- The cemetery is really busy. Took many calls to research grave spaces and help citizens. Much research was needed to address errors in the system. This is getting critical.
- Worked the front desk taking payments. It has been busy.
- Initiated company credit cards through Honor. They will get back to us.
- Have been prepping for Summer Taxes. Running behind and need more time to train and work on this.
- Planted the flowers for the flower boxes. Barbara added red, white and blue swags. Happy Memorial Day!

PREPARED BY: Scott Desenberg

PREPARED ON: May 26, 2021

SUBJECT: Activity Briefing – Water Department

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 Chippewa, Harlan, W. Fourth, Carroll, McCumber, N. Oak, W. Fourth, Bakertown, Ottawa, W. Front, Ryneerson, Remus, Days, Post, and Hillview.
3. On 5-14 we changed a meter on S. Redbud.
4. I have updated our DWAM grant application and submitted it to EGLE for consideration. It reflected the reduction to 314 potholes to be completed and the subsequent reduction on grant money came to about \$70,000.
5. I have also completed our annual Consumer Confidence Report for the year 2020 and submitted it to EGLE for approval, and received that approval. The report has been posted on the City of Buchanan website by Barbara, and I will be distributing hard copies to all the usual locations soon.
6. We have begun our summer valve exercising program, this year focusing on hydrant isolation valves. Terry and I went out last Thursday and had good luck locating and turning the first several valve on the list.
7. Terry and I attended a safety training at WWTP about the dangers of arc-flash when dealing with electricity.
8. We had a brief meeting with the new MRWA circuit rider, Joe Vandommelen, to discuss the city's needs and any way that MRWA can help.
9. I have used Microsoft Excel to develop a randomly selected list of service lines of unknown material to pothole to satisfy the requirements for our CDSMI for EGLE. We will begin potholing soon and hopefully be able to collect the 314 sets of data over the next two summers.
10. I believe I have gathered the information needed for Dan Vigansky for his Firehouse Subs grant application.
11. Yesterday, Craig and Terry went out to help lay sod at the Veteran's Circle in preparation for the Memorial Day Ceremony.

PREPARED BY: William Housand

PREPARED ON: May 24, 2021

SUBJECT: Activity Briefing – Wastewater Department

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

1. LED light strips were installed in the shop building to replace fluorescent units that needed bulbs replaced. We're finding that the LEDs are cheaper for the entire light strip than the replacement fluorescent bulbs.
2. Weeds were sprayed and trimmed at all of the lift stations.
3. Due to an electrical issue, pump 2 at Post rd. lift station was pulled and inspected by an electrician for correct operation.
4. Two loads of sludge were hauled to the Southeast Berrien County Landfill for final disposal. Each load typically averages 30-40 tons.
5. We built two swing out barn style doors for the shop building. The existing Rolltop door was starting to fail, and a replacement was going to be quite expensive. So, we went this route to save money.
6. A preliminary report was put together compiling all of the data from the Headworks Analysis to this point. It looks like we will be slowing down on this project until we have a disposition on how the downtown project will proceed. Based on what we have so far, additional sampling sites may be needed and the downtown area will have some excellent sites after the project is completed.
7. I attended a cyber security webinar provided by EGLE. Some of the information from the webinar will be useful for setting up our new plant's SCADA system.
8. Some of the smaller out-of-service tanks were drained in preparation for changing over to the new plant. In total 30-40k gallons of rain water were drained.
9. The rotating assemblies and check valves at Glaser lift station were taken apart to remove rags that were causing low flow issues.
10. Batteries were replaced in Blower 1's pressure meter and the telemetry box at Glaser lift station.
11. Empty polymer barrels were rinsed out and removed to the DPW's upper barn.
12. Pump 2 at Millpond lift station was pulled to remove a rag ball.
13. We've started our annual DMRQA analysis. The Daily Monitoring Reports Quality Assurance report is an EPA required program where we prove the reliability of the data that we report to EGLE, by performing analysis on samples of known value provided by a third-party lab. We submit the results from that analysis to the lab that provided the samples. And then they share the results with the EPA and EGLE.
14. The area behind the UV barn was cleaned and line trimmed.
15. A sensor cap was ordered and installed on the dissolved oxygen probe in the lab.
16. The trailer generator was exercised at Industrial lift station. The new generator continues to be reliable and much easier to use than the generator it replaced.
17. A drive coupler was replaced on the upflow sludge pump.
18. We continue to send operators to the Water Department 2-4 days a week to help with their warm weather projects.
19. Final orders have been placed for chemicals used in the current treatment process. We're doing our best to coordinate these volumes with the startup date of the new plant. In addition to this we have been working with one of our chemical vendors to schedule the removal of some chlorine cylinders that will no longer be needed with the new plant.

20. The primary digester was taken out of service to remove supernate. The intent of this was to support the startup of the new plant by increasing the digester's detention time.
21. A date was scheduled for the August WET test. This test measures total toxicity of our plant's effluent, and it requires being scheduled months in advance.
22. An IPP inspection of Frame Products was performed on May 19th.
23. In addition to the items listed above, 88 preventative maintenance work orders were performed.

PREPARED BY: William Housand

PREPARED ON: 5/26/21

SUBJECT: WWTP Project Update

BACKGROUND:

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

1. Decking and roofing were installed on the sludge handling building.
2. Sinks were installed in breakroom and lab.
3. Siding, doors and windows were installed in the sludge handling building.
4. Light pole bases were formed and poured around the clarifiers.
5. The scum lift station control panel was installed.
6. The dry startup inspections were performed by an Ovivo representative on the oxidation ditches and clarifiers. Following the inspection, the North oxidation ditch was filled and leak tested.
7. Pumps were installed in the RAS pit and scum lift station.
8. Elevation spacers were installed on multiple manholes to match the final site grade.
9. The interior walls were installed on the sludge handling building.

As we get closer to the startup date of June 22nd, the pace of work has really increased on the worksite. The electrical contractor went from two electricians to five. They will be pulling thousands of feet of wire over the next month, as well as installing the SCADA system and control devices for the plant. I've now taken over 600 pictures of the project. Many of the pictures are site details, like how things are buried with an included reference point that could help in the future if something is being excavated. The pictures will be added to the comprehensive project folder on our Z drive, this should provide easy access to everyone in the future.













