

NOT required to be reviewed prior to meetings.

These materials are submitted for informational purposes only and may be read at your leisure.

I. City Clerk - Activity Report

- [A.](#) Cemetery Activity Report - August 9-20
- [B.](#) City Clerk's Activity Report
- C. Community Development Activity Report - No Report
- [D.](#) Police Department Offense Count Report/Call Log
- [E.](#) Treasurer Activity Report
- [F.](#) Wastewater Treatment Plant Activity Report
- [G.](#) Water Department Activity Report

Sincerely,

Heather K. Grace

City Manager

PREPARED BY: KLAY WEAVER - SEXTON

PREPARED ON: AUGUST 18th, 2021

SUBJECT: CEMETERY ACTIVITY REPORT – DATE OF AUGUST 9TH THRU AUGUST 20TH

BACKGROUND:

- Cemetery trash & in-town trash runs
 - In-town mow list/parks
 - Brush & bag runs
 - Cemetery mowing & line trimming - 45 acres
 - Blow off all cemetery roads
 - 3 burials
 - Cleaned out truck barn
 - Serviced Cement Mixer
 - Cut down trees @ 602 E Smith & 431 Moccasin
 - Cut down 4 stalks @ Smith, Lake, Berrien, Ryneerson
 - Raised manhole behind Jesses Law Office
 - Picked up storm damage after storm went through
 - Flag pole project @ City Hall & Install
 - Started paint spraying around schools – Cross walks & yellow no parking
 - Fixed banner for Jerry Flenar on Redbud
 - Cut back boat launch road
 - Sold multiple spaces & pre-pays
 - Trimmed Trees @ 5 locations – Vision Obstruction
 - Pulled weeds @ entrances & middle of Vet Circle
 - Mow/Line trim Veteran Circle
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- Not an all inclusive list

PREPARED BY: Barbara Pitcher
PREPARED ON: August 18, 2021
SUBJECT: City Clerk's Activity Report

BACKGROUND:**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:

- 8/9/21 – Special Work Session of the Joint City Commission and Planning Commission
- 8/9/21 – City Commission Meeting
- 8/10/21 – Special Meeting Design Review Committee
- 8/10/21 – Planning Commission Meeting
- 8/16/21 – Special Meeting of the Cit Commission

Created Agendas for:

- 8/11/21 – Buchanan Area Recreation Board (rescheduled)
- 8/19/21 – Friend of McCoy's Creek Trail

Other Meetings:

- 8/17/21 – City Hall Staff meeting
- 8/17/21 – Municode Meeting Manager Development Meeting

	<u>As of 8/18/21</u>	<u>YTD</u>
• Resolution	6	27
• Ordinance	0	1
• Proclamation	0	1

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. Often, the Clerk creates graphics and content for both the website and social media.

Postings*

	<u>As of 8/18/21</u>	<u>YTD</u>
• Bulletin Board	8	73
• Website	25	193
• Facebook		
○ Original Content		117
○ Shares w/ Additional Content	1	92
○ Shares w/o Additional Content	3	317

**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 8/18/21</u>	<u>YTD</u>
• Contact Us – Response/Routing	6	98
• Phone Inquiries	23	331
• Facebook Messages	8	85
• Email	2	66
• In Person	7	47

FOIA Requests

	<u>As of 8/18/21</u>	<u>YTD</u>
• Open Requests	1	1
• Closed Requests	1	22

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 8/18/21</u>	<u>YTD</u>
• Notary	4	29
• Certification		15
• Oath of Office		6

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 8/18/21</u>	<u>YTD</u>
• Attestations		15
• Permitting Approvals		0

Deputy Zoning Administrator/Deputy Project Director

As of June 8, 2021, the Clerk assumed the role of Deputy Zoning Administrator and Deputy Planning Director.

Cemetery

Effective June 8, 2021, the Clerk has responsibility for processing cemetery deeds and maintaining records, as well as fielding/routing inquiries related to sale of graves, perpetual care fees, grounds maintenance and burials.

Until Pontem is installed in the Sexton's office, the Sexton needs to contact the Clerk to verify information on a regular basis, causing delays for the Sexton and unnecessary interruptions for the Clerk.

	<u>As of 8/18/21</u>	<u>YTD</u>
• Phone Inquiries		20
• Email Inquiries – Response/Routing		10
• In-person Inquiries		5
• Internal Inquiries	5	9
• Deed – Initial Issue (#of Deeds/# of Spaces)*		22/38
• Deed – Transfer Paperwork	1	2

*Deeds may include any number of grave spaces. While a single deed is produced for all spaces, the data input requires almost the identical information for each space. Therefore, a deed with 4 spaces is nearly the equivalent workload as producing 4 deeds rather than one.

Municode Meeting Management

The Clerk met with the Municode representative to discuss user account access and permission for staff and board members. Training should be starting in the next several weeks so boards will have the capability to create their own agendas and minutes in the system which will eventually publish direct to our website and send notices to those who have subscribed to receive them. Additionally, the Municode representative was confident enough in the Clerk's understanding of the system to grant access to modify meeting templates rather than submitting a change request to the representative which will expedite the process when meeting templates are periodically adjusted.

PREPARED BY: Diana Selir
PREPARED ON: August
 (Time frame 8/4/21 through 8/17/2021)
SUBJECT: Police Department Offense Count Report/Call Log

Description	Total of call type
Sex Offenses	0
Parental Kidnapping	0
Larceny	3
Larceny – Theft from Motor Vehicle	0
Fraud	1
UDAA (Motor Vehicle Theft)	0
Aggravated Assault	1
Non-Aggravated/Domestic Violence	2
Family/Other	3
Burglary/Unlawful Entry	0
Intimidation/Stalking	0
Forgery/Counterfeiting	0
Retail Fraud Complaint	0
Damage to Property	0
Liquor Violations	0
Obstruction/Warrant Arrest	3
Disorderly Conduct	0
Weapons Offense	1
Public Peace / Other	2
OUIL	0
Driving Law Violations	5
Health and Safety	1
Trespass	0
Juvenile Complaints	3
Animal Cruelty	0
Private Property Damage/PI accidents	4
Abandoned Vehicle	1
Property Checks	1
Alarms	7
Civil	3
Suspicious Situations	7
Lost/Found Property	1
Natural Death	1
Suicide	0
Medical Assist	12
General Assist	34
Ordinance Violations	1
Missing Person	0
VCSA	0

Total: 87

PREPARED BY: Stephanie Powers

PREPARED ON: 8/04/2021

SUBJECT: AB

8/4/2021:

- Attempted to provide Audrey of BS&A information on Accounts Receivable.
- It was necessary to reach out to Fund Balance to close the previous fiscal year in order to facilitate the final data extraction for BS&A.
- The Bookkeeper was able to close the year and post to CR, AP, AR and GL.
- Attended the Bi-monthly County Treasurers meeting in Stevensville. Discussions included the Homeowner's Assistance Fund Guidelines that will be issued for delinquent utilities in 3rd quarter 2021. The fund will be retroactive to January 2020. There is no set date yet. Grant money is available for delinquent property taxes, utilities and emergency rental assistance for renters and landlords through the Southwest Michigan Community Action Agency. I gave the Clerk/Cashier all pertinent contact information. There will be 103 parcels up for auction in August. The auction is online only. Bids may be placed now. The buildings are in condemned/rough shape. Information was given on the upcoming migration to print tax bills and reports
- Much discussion on the BS&A transition.
- Deposited checks and made deposit at the bank.
- Completed Activity Briefing due today.
- Compiled current Treasurer Reports to the best of my ability under the current circumstances.

8/5/2021

- Attended the BS&A Cash Receipting module overview.
- Assisted the bookkeeper with various Accounts Payable issues.
- Reviewed documents needed for the transition to Invoice Cloud. Responded with the requested banking information.
- Assisted employees with direct deposit forms.
- Completed bank deposits and processed checks.
- Answered questions regarding summer property taxes and trash disposal.

8/6/2021

- Spent the day with Rhonda Hildebrandt of Plante Moran. Compared Fiscal Year End in the system to the audit report. Communicated with Audrey of BS&A in regards to prior year journal postings to bring the accounting up to date in the new system. Reviewed taxes paid to Buchanan TWP on an annual and quarterly basis. Rhonda assisted with my questions on the quarterly assessment charge, the FAPCO 425 Agreement and the annual 1.7% Revenue Replacement Charges. Finished with printing Brownfield tax reports in BS&A for the tax reimbursement checks.
- Signed AP checks for Monday's meeting.
- Processed daily banking.

8/9/2021

- Assisted Audrey of BS&A with reports needed to verify the data conversion.
- Spoke with Dawn from the County regarding linking Cash Receipts and the Tax module. Dawn is advising against this for various reasons. It's much more complicated to process this way. Dawn will be unable to help us with errors or glitches in the system. The formatting is an issue and has to be correct or it will cause duplicate payments and glitches that will be difficult to correct. When cash receipts is linked to the county tax module, you can't update your BS&A modules until the County is updated to the same version or there will be a glitch in the system. We must use a private VPN tunnel to link and this has to be set up between IT and the County. We can always link the systems in the future if we decide to.
- Made sure that the computer and new cash receipting equipment was set for use.
- Spent much time providing documentation on invoices requested to be paid from City Commission. AT&T tablets, Andrews University Planning and Design Study and the Southwest Michigan Planning Commissions invoice for the Master Plan.
- Made Bank deposits
- Assisted with the transition to the new cash receipts module. Counted cash and verified drawer and petty cash banks.
- Continue with Honor Credit Union bank reconciliations.
- Attended City Commission meeting.

8/10/2021

- Last day to pay property taxes without penalty. Front counter extremely busy. The City took in just under \$900,000.00 today.
- BS&A training on Accounts Receivables, General Ledger & Payroll continues.
- Requested limits be changed for the Remote Check Deposit process.
- Requested and processed bank transfers at Honor Credit Union.
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8/11/2021

- Much time spent resolving issues with Honor, Magic Wrighter and BS&A payroll in order to process Direct Deposits on payday.
- BS&A training on Accounts Receivables, General Ledger & Payroll continues.
- Continue to process paperwork for Invoice Cloud.

8/12/2021

- Today was Kristina Bellaire's last day. Small going away party.
- BS&A training on Accounts Receivables, General Ledger & Payroll continues.

8/13/2021

- Trained with Rhonda from Plante Moran all day.
- Went over banking in the new system.
- Discussed the Brownfields. Need more information. Possibly from our Assessor.
- Started to prepare the Tax reimbursements. This is on hold pending information on the Brownfields.
- Went over discrepancies in the Trail Financial Statements.

8/16/2021

- Contacted United Federal Credit Union for information on the Edgewater Bank lease payments. Tried to confirm when United started making the payments. Research is still being conducted on this matter.

- Confirmed with Marcia that the new AFSCME salary spreadsheet is correct before forwarding to Heather for Commissioner Downey.
- Prepared order form for the membership and Remembering Buchanan calendars for the Buchanan District Library.
- Worked on the paperwork for the Invoice Cloud set up.
- Made make deposits.
- Processed Check deposits.
- Worked on amending and updating the Trail reports for Thursday, August 19th.

8/17/2021

- Much discussion with BS&A regarding the pooled accounts.
- Spoke with the Assessor regarding the expiration of the Brownfield Properties. More information is needed and research is ongoing. The Brownfields may have expired, this has delayed the next tax disbursement.
- Trained with Audrey on Accounts Receivable/Miscellaneous Receivables. Set up customers and customer fields. Learned how to create an invoice in BS&A.
- Work continues amending and updating the Trail reports for this Thursday.

PREPARED BY: Bill Housand

PREPARED ON: 8/17/2021

**SUBJECT: WWTP
Activity Report**

BACKGROUND:

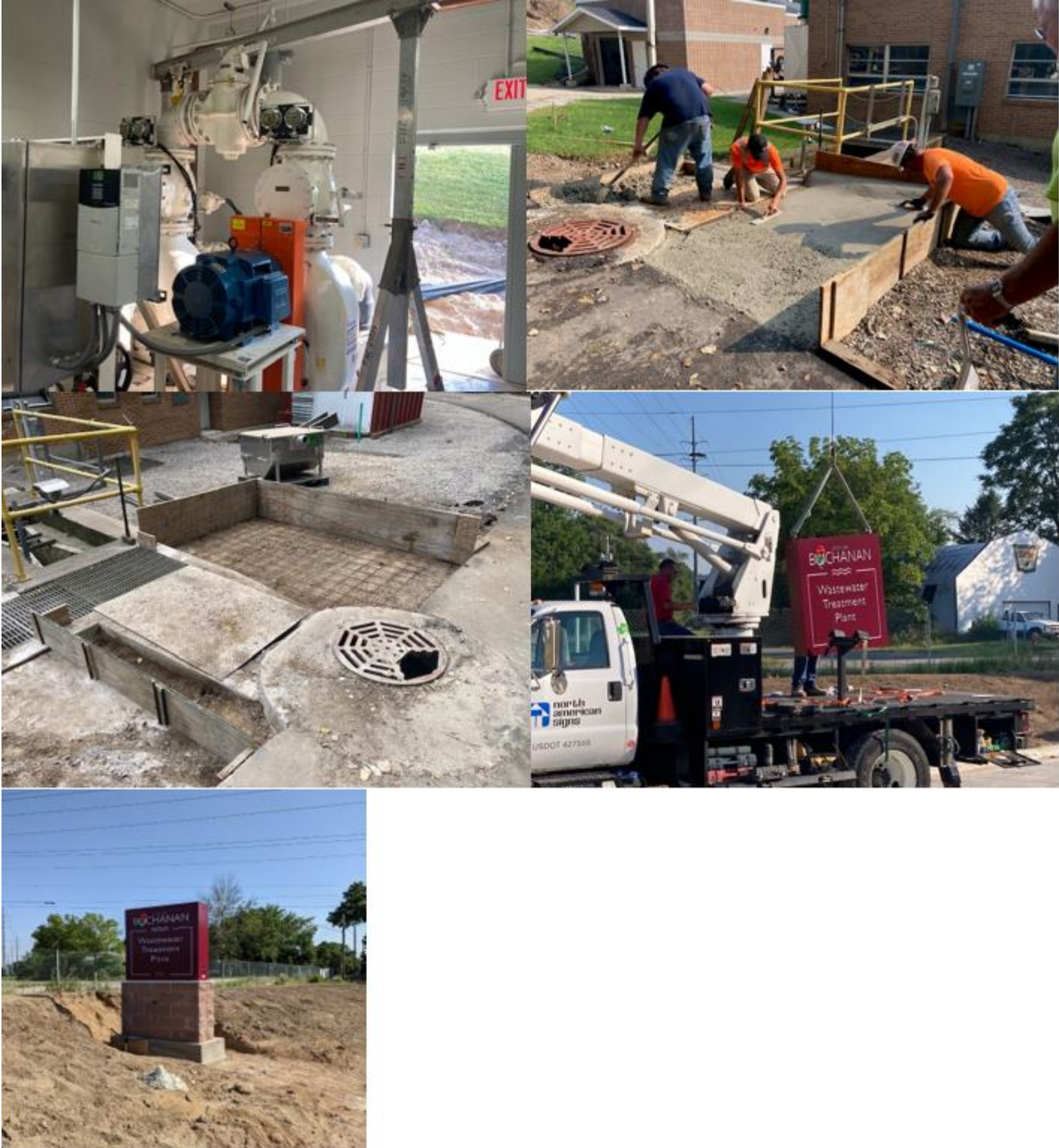
Wastewater Dept. Activity Briefing

8/17/2021

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

1. Seven safety flotation rings were moved from the old plant to the new plant.
2. New rotating assemblies and wear plates were installed in the Headworks effluent pumps. This was an all-day job for four people. The rotating assemblies weigh approximately 400 lbs., and it require some extensive rigging to remove them and replace them in the pumps. Some work was also done on rebuilding the check valve on headworks effluent pump 2. We're waiting on a few parts to complete the job.
3. Pipes were drained in the RAS pit, chlorine room and the digester building as part of the process of idling the old plant. Our hope is to have all of this work completed by November, to avoid needing to heat any extra buildings over the winter.
4. The preliminary report for the WET test conducted earlier this month was received. The report indicated no signs of toxicity in the 48-72-hour minnow testing of our effluent sample.
5. Initial start-ups of the new sludge press and sludge pump were completed on August 6th. Everything went well, and my impression is that the press is going to be an efficient easy to operate piece of equipment. The sludge building was cleaned following process.
6. Many small items were completed in the new lab building to get it ready for occupancy. Some of those items include installation of sludge judges, minor piping adjustments for the eye wash stations and some safety equipment installation.
7. Work continues on developing the preventative maintenance program for the new plant. Most of the larger pieces of equipment are done, we're just finishing up the smaller things as they are being started up. As part of this process, spare parts and some required maintenance items have been ordered.
8. The shop building was cleaned and organized.
9. Trees around the plant and the surrounding fence line were trimmed.
10. Monthly Operating Reports for the month of July were submitted to EGLE.
11. The sludge drying beds needed to be manually drained with pumps due recent heavy rains.
12. A lab order was assembled and placed.
13. Monthly copper sampling was performed on our effluent and some sites in the collection system.
14. Weeds were sprayed and trimmed around the plant. As we finish up the new plant we are cleaning up a lot of areas that have been neglected most of this year due to silt fencing or dirt piles being left by the excavation crews. Many of these areas have required some cleanup and landscape fabric repairs.
15. The septage containment area was poured, and a drop-box was ordered for the septic haulers to leave delivery tickets in. We should be in a position to begin receiving septage soon.
16. Polymer and ferrous barrels were rinsed out and prepared for disposal.

17. In addition to the items listed above and daily operation of the lab and plant, 73 preventative maintenance work orders were performed. PM work orders can be as simple as checking fluid levels or greasing equipment, but they can also entail major maintenance tasks that take hours or even days to complete. Most of these items aren't listed in the briefings because of how often they are performed.



PREPARED BY: Scott Desenberg

PREPARED ON: 8-21-21

SUBJECT: Water Dept. Activity Briefing

OVER THE LAST FEW WEEKS WE HAVE BEEN INVOLVED IN THE FOLLOWING TASKS:

1. Miss-Digs have finally started to slow down after an extremely busy spring and summer. We are now seeing 1-2 requests per day during the week, and fewer on the weekends.
2. Notified customers of leaks on W. Front, Brookside, Liberty, and Moccasin.
3. On 8-3 we began pot-holing with DPW to collect data for our Complete Distribution System Materials inventory. To date the guys have surveyed 10 addresses. We clean the Vactor truck after each day of pot-holing as well.
4. I completed the MOR report for the month of July.
5. I have spent a good amount of time dealing with the BS&A transition, between attending a training, trying to get things set up for access at our remote location, and getting the proper permissions to access the City Hall system, it definitely took more time than anticipated. I can now access the programs starting on 8-16, and have learned a great deal already.
6. I have been continuing to deal with Sensus tech support to fix a minor issue with the base station at the Front St. Water Tower. We believe we have identified the issue and I have ordered a replacement part to fix the issue.
7. We received our PFAS sampling results from Eurofins Eaton Analytical and I'm happy to report that all samples came back as non-detect.
8. I have submitted the Certificate of Distribution for our annual CCR to EGLE, and have heard back that it was approved. This is my first time submitting the Certificate, as it had been done by Deb in the past.
9. Additionally, I have collected our last set of compliance samples for the year, which consisted of Nitrates, Nitrites, and Total Hardness. We should have those results back shortly.
10. We took the van in for some front suspension/steering work last week. This has been a chronic issue for the van for years now.
11. We performed another round of shut-offs for non-payment, our second since the pandemic restrictions were lifted. We shut off 5 this round, and all 5 have subsequently paid and are back on. We handed out many door-cards warning of the shut-offs beforehand.
12. We have performed all of our regular bacteriological sampling, PM's, shut-offs, turn-ons, a couple meter changes, e-mails, generator cycles, activity briefings, morning checks, leak checks, and the other assorted items that come up on a day-to-day basis.

Scott Desenberg, O.I.C.