

NOT required to be reviewed prior to meetings.

I. Staff Activity Reports

- [A. Cemetery Activity Report - July 26-August 6](#)
- [B. Clerk Activity Report](#)
- [C. Community Development Department](#)
No Report
- [D. Department of Public Works Activity Report](#)
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- [F. Treasurer Activity Report](#)
- [G. Wastewater Treatment Plant Activity Report](#)
- [H. Water Department Activity Report](#)

Sincerely,

Heather K. Grace

City Manager

PREPARED BY: KLAY WEAVER - SEXTON

PREPARED ON: AUGUST 4TH, 2021

SUBJECT: CEMETERY ACTIVITY REPORT – DATE OF JULY 26TH THRU AUGUST 6TH

BACKGROUND:

- Cemetery trash
- Downtown trash run
- Mow and weed trim vet circle
- Completed first brush, yard waste bag run of August
- Cut down tree on Ryneanson
- Dug and poured foundations for headstones
- Police Dept. mow list properties
- Hung Hannah Roberts banner
- Replaces 5 banners down
- In town mow list/parks
- Total patched, Hot patched
- Washed all trucks for big truck day
- Big Truck Day
- Met with multiple families, funeral homes
- Checks and bills
- Mowed and weed trimmed entire cemetery
- Blew off all cemetery roads
- 3 full body burials, set up 2 cremation funerals
- 2 space purchases and 1 prepay
- Cleaned barns and office
- Trimmed bushes downtown
- Christmas decorations moved to library
- Took tire off of bailer to fix
- Pull weeds out of rocks in north entrance of cemetery

PREPARED BY: City Clerk, Barbara Pitcher**PREPARED ON:** August 4, 2021**SUBJECT:** Clerk Activity Report

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:

- 7/28/21 – City Commission Meeting
- 7/29/21 – Special Meeting of the Joint City Commission and Planning Commission
- 8/4/21 – Special Meeting of the City Commission
- 8/4/ 21 – Design Review Committee

	<u>As of 8/4/21</u>	<u>YTD</u>
• Resolution	0	19
• Ordinance	0	1
• Proclamation	1	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.

With the addition in July of a contracted Facebook editor who has been posting video and sharing relevant community posts, the Clerk has been spending less time managing and producing Facebook content but has still been monitoring the account, responding to messages, and posting communications from the City.

Postings*

	<u>As of 8/4/21</u>	<u>YTD</u>
• Bulletin Board	4	72
• Website	16	168
• Facebook		
○ Original Content	9	117
○ Shares w/ Additional Content	7	91
○ Shares w/o Additional Content	10	314

**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 8/4/21</u>	<u>YTD</u>
• Contact Us – Response/Routing	13	92
• Phone Inquiries	36	308
• Facebook Messages	10	77
• Email	6	64
• In Person	3	40

FOIA Requests

	<u>As of 8/4/21</u>	<u>YTD</u>
• Open Requests	2	2
• Closed Requests	0	21

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 8/4/21</u>	<u>YTD</u>
• Notary	2	25
• Certification	0	15
• Oath of Office	0	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 8/4/21</u>	<u>YTD</u>
• Attestations	2	15
• Permitting Approvals	0	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.

- Completed attestation for Social District Application for Maize & Brew LTD dba B&W Old Village Inn.

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.

The Clerk worked with a Pontem tech on July 23 to update the cemetery deed template and watched a Pontem webinar which wasn't particularly helpful. Pontem can provide further training as necessary, but the clerk gained enough information to be able to input data for a backlog of deeds that have not been produced since the prior Bookkeeper's departure at the end of July 2020. Deeds still need to be printed, signed, and sent.

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 8/4/21</u>	<u>YTD</u>
• Phone Inquiries	4	20
• Email Inquiries – Response/Routing	3	10
• In-person Inquiries	4	5
• Internal Inquiries	4	4
• Deed – Initial Issue (#of Deeds/# of Spaces)*	22/38	22/38
• Deed – Transfer Paperwork	1	1

*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.

PREPARED BY: Mike Baker
PREPARED ON: 8/4/21
SUBJECT: DPW Briefing

BACKGROUND:

Completed the mow list for code enforcement
Helped Craig and Terry tap a 12" water main for the new Scarecrow building on Carrol ST
Helped the cemetery crew with funerals
Completed the mowing of city owned properties
Ran 2 loads of patch
Total patched over some problem spots that were cold patched
We are assisting the water department with the pot hole program
We moved the Christmas items out of the commons over to the library basement
We are finishing the install of the cable hoist in the upstairs of the commons
We are working on the boat launch road with the total patcher
We are working on the Kubota F3990 rear axle
Cut down a tree on Rynearson
Meet with business owners downtown about a sewer issue
We had a very successful Big Truck with the library, water department, cemetery, and dpw crews
We are beginning to get the baler ready for leaf season
Picked up materials for National night out
Placed trash cans and prepared the commons for the Hanna Roberts Olympic run
We completed multiple trash runs to prepare for events in town
Moved trash cans back to centennial park for National Night out

PREPARED BY: Diana Selir
PREPARED ON: August 4, 2021
 (Time frame 7/20/21 through 8/3/2021)
SUBJECT: Police Department Offense Count Report/Call Log

Description	Total of call type
Sex Offenses	1
Parental Kidnapping	0
Larceny	0
Larceny – Theft from Motor Vehicle	2
Fraud	2
UDAA (Motor Vehicle Theft)	1
Aggravated Assault	0
Non-Aggravated/Domestic Violence	3
Family/Other	0
Burglary/Unlawful Entry	1
Intimidation/Stalking	0
Forgery/Counterfeiting	0
Retail Fraud Complaint	0
Damage to Property	2
Liquor Violations	0
Obstruction/Warrant Arrest	1
Disorderly Conduct	1
Weapons Offense	0
Public Peace / Other	9
OUIL	0
Driving Law Violations	3
Health and Safety	7
Trespass	1
Juvenile Complaints	4
Animal Cruelty	1
Private Property Damage/PI accidents	2
Abandoned Vehicle	0
Property Checks	2
Alarms	8
Civil	4
Suspicious Situations	9
Lost/Found Property	1
Natural Death	0
Suicide	0
Medical Assist	18
General Assist	27
Ordinance Violations	11
Missing Person	0
VCSA	1

Total: 122

PREPARED BY: Stephanie Powers

PREPARED ON: 8/04/2021

SUBJECT: AB

7/21/2021

- Logged into Pontem to look up a grave space for the Cemetery.
- Discussed and aided the front administrators with post card stamps and the ordering of stamps.
- Discussed the new budget with Mike Adams and showed him how to access the Fire Department's budget on the website.
- Called Mason with Custom Computer Company to assist Renee. She is at a standstill with month end due to computer issues with the server and Fund Balance software.
- Discussed payroll processing with Marcia and the submission there of.
- Updated the City's credit card information for automatic billings of the Farmer's Market website through Homestead.com and the email filtering service from Microsoft with Mason's approval.
- Maintained the flower boxes.
- Processed checks and cash deposits.
- Answered questions regarding the City's trash service.
- Assisted Rich with mailings.

7/22/2021

- Spent three frustrating hours working with ADP to pull a YTD report for the BS&A conversion. It didn't go well. Data is still needed for the conversion.
- Read over the Uniform Chart of Accounts for the BS&A Crosswalk. Lack of time to complete this project and lack of clarity has delayed this process. More time and information is needed to do this correctly.
- Processed checks and cash deposits. Continue reconciling bank accounts at Honor.

7/23/2021

- Successfully submitted the CLFRF Coronavirus Local Fiscal Relief Fund application in order for the City to receive the ARPA funds. Created files to track the expenditures of this money when received and am working on contract that must be signed by vendors who are paid for services to the city with this money.
- Today was Alex Tobler's last day. Checked with her on supply orders and her plan to return to work with Mandi.
- Tracked down the invoice for the grave markers at Veteran's Circle. The invoice turned in in April had us sending the check to Berrien County Treasurer Veterans Services instead of reimbursing the American Legion. The bookkeeper will request a refund and reimburse the Legion.
- Processed check payments and made deposits at the bank.

7/26/2021

- Signed A/P checks for City Commission Meeting.
- Responded to various emails requesting information for the imminent transition to BS&A software.
- Assisted bookkeeper with payroll contract changes and retro pay due to the short notice given to update payroll after the new union contracts went into effect.

- Looked over the City Treasurer contract and responded to the City Manager.
- Assisted clerk/cashier with summer tax information.
- Assisted the clerk with cemetery deed transfer information and information from last years budget regarding hiring an administrative assistant.
- Attended a webinar held by the Michigan Municipal League regarding the CLFRF Funding FAQ's.
- Worked on the Treasurer's budget to actual report.
- Watered the flower planters. Wow, is it hot today!
- Processed checks for 7/26/21
- Attended City Commission meeting.

7/27/2021

- Spoke with various citizens regarding the changes in trash service. Spoke with Susan at Michiana Recycle and Disposal to get more information for citizens.
- Worked on perfecting the Treasurer's Reports.
- Attended Rich's Staff Meeting. Pontem is up and running. Discussed City Hall closures and in service days which need to continue until BS&A is up and running. Discussed the Administrative Secretary position and the training needed for this position.
- Made bank deposits. Processed checks.

7/28/2021

- Continue providing information for the BS&A conversion.
- Discussed various payroll issues with the bookkeeper regarding the conversion.
- Assisted with the monthly MERS filing and paying of the invoice.
- Assisted with and signed the monthly "green checks" to pay employee deductions.
- Deposited the City's MERS portion into the payroll checking account.
- Discussed who needs to prepare the user list and access rights for city employees for BS&A.

7/29/2021

- Answered various Property Tax questions.
- Spoke with citizens about their new trash service.
- Spent most of the day entering the new budget into a convertible spreadsheet for the new BS&A software.
- Went to the bank. Made bank transfers. Continue reconciling and preparing treasurer reports.

7/30/2021

- Spoke with a citizen regarding his 2020 Principle Resident Exemption. It was overlooked. The refund will come from the County and will be refunded to the mortgage company.
- Researched the investment account and the U.S. Treasury bond coming due.
- Assisted bookkeeper with the MERS filings.
- Made deposits at the bank.
- Attended the City's Big vehicle parade at the Common. 🎉
- Prepared the Annual Certification of Employee-related Conditions for the Michigan Department of Transportation.
- Sent check information to BS&A for the transition.
- Assisted bookkeeper with salary department issues for the BS&A transition.
- Computer issues slowed things down considerably today. TGIF.

8/2/2021

- Spoke with Britni of Plante & Moran regarding in office support for the Treasurer. Rhonda is planning on coming in Friday, 8/6/2021.
- Attended BS&A General Ledger overview training from 9:30 – 12:30p.
- Received and transferred June state revenue for Dial-A-Ride and Act 51 Major and Local Streets.
- Attended BS&A Cash Receipting overview training from 2:30 – 5:15p. Discussion on best practices for posting cash receipts daily.
- Transferred funds and continue to reconcile Honor Credit Union bank accounts.

8/3/2021

- Processed checks. Contacted Teachers Credit Union regarding a check payment for property taxes that was unable to process due to lack of microcodes. Much time spent on hold waiting for instructions to get a cashable check reprinted.
- Made bank deposit.
- Answered questions and reviewed user list for Audrey of BS&A.
- Met with Rich for the biweekly staff meeting. This entailed a discussion on what was urgently pending in order to continue with the BS&A conversion and the completion of payables and payroll.
- Forwarded invoices to the Bookkeeper and had various discussions on AR and what needs to be entered into the old programs for the final data extractions.
- Signed all completed cemetery deeds that have been pending due to lack of working software and training. We are 90% caught up and have new processes in place. Great job, Barbara 😊
- Attended the BS&A Accounts Payable overview.
- Responded to various emails.
- Took calls regarding the City's trash service. New complaint: Reliable recycled more plastic than Michiana Recycling and Disposal currently does.
- Attended national night out.

Wastewater Dept. Activity Briefing

8/4/2021

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

1. The secondary sampler from the old plant was moved to the new lab building. This sampler will be used for sampling events that do not require flow-based sampling, like the WET test being performed on August 4th. The other sampler in use is connected to a flow meter that tells the sampler when to operate.
2. Multiple tanks were cleaned out and drained as part of the idling of the old plant. To this point approximately 1.5 million gallons of water and thousand of pounds of sludge have been removed from the old plant.
3. A mud valve was cleared in the East aeration tank of the old plant. The valve was stuck and would not allow the tank to drain.
4. The electric hoist used to service the UV unit was moved from the old plant to the new building. This hoist allows one person to work on the UV unit when required.
5. The initial 500 hour oil change was performed on the oxidation ditch rotors and clarifier drives. The drive chains for the clarifiers were als oil for the first time.
6. The clarifier scum arms were adjusted for depth to minimize how much water was reaching the scum lift station.
7. Grease was removed from multiple lift stations, including the scum lift station in the new plant.
8. 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.
9. Multiple pieces of lab equipment have been moved in to the new lab. Some of the larger items include a BOD incubator, refridgerator and the fume hood.
10. We've been working with a local vendor to get all of the older fire extinguishers recertified or replaced.
11. Many small items have been buttoned up in the new plant that facilitate operations. Items such as, updating operational paperwork, mounting bulletin boards and finding homes for needed equipment around the plant have been completed.
12. Sludge drying bags 3 and 6 were cut open and the bags were removed. Once that was completed sludge was transferred to bed 1 to continue drying.
13. Pump 2 at Millpond Lift Station was pulled to remove a ragball.
14. 440 gallons of sludge polymer were delivered and stored.
15. Seal filters were changed at Glaser Lift Station and the pumps were backflushed.
16. The mower blades were sharpened on the Kubota.
17. In addition to the items listed above and daily operation of the lab and plant, 62 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: 8-4-21

SUBJECT: Water Dept. Activity Briefing

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

1. Miss-Digs have remained consistently busy, with us averaging between 2 and 5 requests per day. Also, we have had a couple emergency marking requests in addition to the normal flow of requests.
2. Notified customers of leaks on Berrien, Lake, Brookside, Victory, and E. Dewey St, Chippewa, Redbud, Arctic, Fourth, Carroll, and Terre Coupe.
3. Terry and I have begun our annual valve turning program. To date we have turned 25 hydrant isolation valves in our distribution system.
4. On 7-22 Craig, with the help of DPW, tapped the 12" water main on Carroll St. to provide a water service for the new Scarecrow Charities building.
5. On 7-30 Craig and I spent a large part of the day rebuilding a meter pit on Berrien that had been leaking. It was a deep pit and difficult to work on.
6. I was on vacation from 7-26 to 7-29.
7. Craig repaired some issues with the roof at the Booster Station.
8. I was contacted by a realtor about existing water taps for the buildings on the 400 block of S. Oak St. I checked records, but could only find one document showing the tap we already knew about. I was able to locate, and Craig was able to confirm, the existence of a water tap specifically for the property at 402 S. Oak St. We are still looking for the tap for 408 S. Oak St.
9. Craig vactored and reset the buffalo box in the sidewalk for 322 N. Detroit St. so that water could be turned on and off and the meter could be changed.
10. On 7-30 I purchased back-up batteries for the base station at the Front St. tower. I removed the old batteries and installed the new set.
11. On 7-30 Craig and I participated in Big Truck Day at the Commons for the kids.
12. On 8-2 we had our quarterly Joint Water Sewer Board meeting.
13. I completed our technology and communication inventories for City Hall.
14. On 8-3 we began pot-holing to collect data for our Complete Distribution System Materials inventory.

Scott Desenberg, O.I.C.