

Administrator's Report  
September 15<sup>th</sup>, 2021

City Council:

An update on D. Markel the Finance Clerk: She has returned to her regular schedule with reasonable accommodations made. The City still needs to look at installing an automatic door opener to support her return to work in a wheel chair.

B. Berg has been running the latest sub-award grant from OVS. She has done a great job at qualifying applicants and distributing cards to approved applicants. Brianna is also setting up the grant for Walmart cards for residents that have been negatively affected by CoVid19. OVS has agreed to pay an administrative fee to cover costs associated with running these grants. I would like to look into using some of that fee to give a bonus to Brianna for the extra work she has been doing.

We have hired John Denny to learn how to run the water treatment plant. Richard Shields is training him. When the Chlorine pump failed we substituted the polymer pump and are now hand diluting and missing the polymer. This is not easy and the Mayor and I have spent a lot of hours in the plant this last month supporting Richard and John with the chemical and operation of the plant. We are all agreed that there is a significant leak, or leaks, somewhere in the distribution line and are taking steps to find them.

The Mayor and I will take the Level One operator class in October. John Denny will take the small water treatment plant class when they host the next one.

The election is set to take place October 5<sup>th</sup> and the polling place will be upstairs this year to allow for social distancing.

Bri deserves a big thank you for how fast she has picked up on things and all the extra work that went into running the OVS grants.

Thank you for your time.

Respectfully,

Lori Richmond

City Administrator/City Clerk