

CITY OF HAGERSTOWN, MARYLAND

STATUS & INFORMATION REPORT NO. 42 FOR 2017



October 20, 2017

To Mayor Bruchey and Members of the City Council:

UPCOMING MEETINGS

OCTOBER 2017

For additional information and a complete list of City events, please visit our Calendar of Events on the City's website at <http://www.hagerstownmd.org/calendar.aspx>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 4pm Mayor & Council Work Session 5:30pm Special Session	4	5	6	7
8	9	10 4pm Mayor & Council Work Session	11 4pm Planning Commission Meeting	12 4pm Board of Traffic & Parking 4:30pm Historic District Commission Meeting	13	14 1-4pm Harvest Hoedown @ Fairgrounds Park
15	16	17 3pm Executive Session 4pm Mayor & Council Work Session	18	19	20	21
22	23	24 6:30pm Executive Session 7pm Mayor & Council Regular Session	25 7pm Planning Commission Meeting	26 4:30pm Historic District Commission Meeting	27 11am Welcome Reception for Wesel Delegation	28 11am-1pm Howl-O-Ween Dog Costume Parade @ Dog Park at Fairgrounds Park 6pm 92 nd Annual Alsatia Mummies Parade
29	30	31 No Mayor & Council Meeting 6-8pm City-Wide Trick-Or-Treat				

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

Main Street Update: The monthly downtown business owner forum was held this week at DCED. Trish Leraci with Providing Relief for Autistic Youth spoke about ways businesses can interact with employees and/or customers who may be on the Autism spectrum.

City Farmers Market: Mark your calendars for October 28th and attend the Farmers Market FALL FEST! Activities include a pumpkin carving contest judged by Mayor Bruchey, a farm animal petting zoo, vendor Trick or Treat and more!

Events: Upcoming events include:

- Alsatia Mummers Parade: Saturday, October 28 – 6 p.m. The staff logistics group met with parade organizers this week.
- City Center Ghost Tours: Friday, October 20 – Tour Downtown Hagerstown's most haunted locations with enthusiastic tour guides to discover all of Hagerstown's hidden secrets. Guided walking and hayride tours available. Register at Eventbrite <https://www.eventbrite.com/o/city-of-hagerstown-15311383643>
- 2 Mile Spooky Sprint: Saturday, October 28 at 5 p.m. Sponsored by North Hagerstown High School, The City of Hagerstown, and the Alsatia Club of Hagerstown. Costumes are highly encouraged. All Participants dressed in costume will be judged and awards will be given to the registered Runner/Walker with the best costumes during the Award Ceremony. Register at <https://www.imathlete.com/#/legacy?url=%2Fevents%2FEventDetails.aspx%3FfEID%3D66645>
- Gridiron Challenge: The 2017 Gridiron Challenge will be at North Hagerstown Mike Callas Stadium on Friday, November 3 at 7 p.m.
- Boards & Commission Appreciation Luncheon: Tuesday, November 14 at 11:30 a.m. at the Academy Theatre
- City Center Tree Lighting: The City Center Tree Lighting Event will occur on Friday, November 17.
- Holly Fest: The 28th Annual Holly Fest will take place at the Maryland Theatre on Saturday, December 2 at 7 p.m.

Engine Room Art Space: *Every Space A Story* group photography exhibit is on display now at Engine Room until the end of October. For more information please visit <https://www.facebook.com/engineeroomart> or <https://www.engineeroomartspace.com/>.

FIRE DEPARTMENT

FIRE DEPARTMENT CALLS FOR ASSISTANCE			
House Fires	0	Community Risk Reduction	330
Building Fires	2	Public Service	4
Medical Assistance	27	Personal Injury Collision	5
Assist other Fire Departments	3	Fuel/Hazard Spills	1
Automatic Fire Alarms	6	Gas Leaks	1
Victim Assistance	1	Investigation: Odor, Smoke, Fire	1
Downed Power Lines	2	Aircraft Landing Standby	1

Prevention Month – Annual Elementary School Visits: October is Fire Prevention Month! The Hagerstown Fire Department visits Kindergarten and First Grade classes each year to teach fire safety rules. The lessons include the job of the smoke alarm, the difference between good and bad fires, and stop, drop and roll skills. Firefighters also explain the difference between a fire engine and a fire truck and explain the use of the tools that are on each apparatus. All City elementary schools are offered the opportunity of a visit from the Fire Department for this very important learning experience for their students.

INFORMATION TECHNOLOGY, COMMUNICATION & SUPPORT SERVICES

COMMUNICATIONS

This Week's Headlines and Media Releases:

Media Releases:

- Worx Graphic Design Celebrates Grand Opening in Mulberry Lofts
- Call to Artists: Be the 2018 Blues Fest Visual Artist

E-Casts:

- Small Business Saturday Material Pickup (DCED)
- October Downtown Business Owner Forum (DCED)
- October 2017 Events & Programs (Parks & Rec)

Channel 25:

- Watch the **Hub City Now** Newsroom at the top of every hour. This week's news stories include:
 - o Valley Coop commercial
 - o Fire Prevention Month
 - o HCN Mayor & Council Update
 - o GigaHub City Promotion
 - o Howl-O-Ween Dog Costume Parade commercial
 - o BuroBox commercial
 - o Hagerstown Police Department Press Conference
- Special Broadcasts:
 - o Urban Improvement Project Public Information
 - Wednesday at 7 p.m.
 - Sunday at 12 p.m.

Websites:

City Website:

- About **8,900** users visited www.hagerstownmd.org for the week of October 9-15, 2017. (+1,300 visitors from last week)

- Top entrances (first page users accessed on the website)
 - Home Page 2,097
 - Utility Billing Page 546
 - Calendar Page 369
 - Parks & Rec Page 333
 - Harvest Hoedown Page 331

- Top Searches:
 - "jobs"
 - "trick or treat"
 - "events"
 - "bids"
 - "harvest hoedown"
 - "utility billing"

PARKS & ENGINEERING

ENGINEERING DIVISION

1. **SHA Pedestrian Signal Project.** Staff met with representatives of the State Highway Administration to discuss the status of the project to install new pedestrian signals at several intersections on Franklin Street and Washington Street. This project began in July 2016 and is still not complete. The project has been very disruptive to vehicular and pedestrian traffic. Staff requested that SHA make every effort to complete the project as soon as possible and certainly before the end of the calendar year.

2. **Tri-Annual Stormwater Management Inspections.** As required by the State, these inspections are ongoing and about 80% complete. We have been sending letters to the owners to take care of various maintenance items and, so far, most are complying.

3. **2017 Alley Reconstruction.** The contractor has started demolition on Alley 1-041 behind National Park. Since we eliminated Alley 2-68 due to planned gas company work next year, we issued a change order to rebuild portions of four additional alleys 2-076, 2-077, 3-015 and 4-021 at same cost of approved contract amount.

4. **Safe Routes to School at Salem/Indiana and Frederick/Mill.** State approved the waiver request to allow steeper than standard ramp slopes on the NE corner of Frederick Street at Mill Street, and the contractor has completed that concrete work. We have scheduled a final walk-through on Wednesday, October 25th to identify any remaining work. Once that is complete we will notify the State to do their inspection.

5. **Board of Traffic & Parking.** The Board recommended removing parking meters from the 200 block of North Potomac Street as suggested by staff. Meters were installed years ago to limit YMCA patrons from occupying parking on the street all day, and residents were given stickers to exempt them from the meters.

6. **Engineering Statistics.**

Traffic issues		
Description	Week of 10/15/17	2017 TOTALS
Traffic complaints received	2	140
Work Orders completed	1	106
Traffic counts completed	1	51
Construction Projects		
Description	Week of 10/15/17	2017 TOTALS
Projects advertised for bids	0	13
Projects under construction	7	10
Projects completed	0	4

PARKS DIVISION

1. **Park Season Ends.** October 15th was the last day for our seasonal park attendants and grounds maintenance crews. Since we no longer have staff in the parks in the evenings or on weekends, our parks are now “officially” closed. All of our park restrooms are now closed EXCEPT the main restroom at City Park and the softball pavilion restroom at Fairgrounds Park. These two restrooms will remain open 9 a.m. – 5 p.m. through Sunday, October 29th. With the end of the park season, we have begun winterizing our park facilities.

2. **Golf Course.**
Fall & Winter Specials:
 - Mondays: Double Punch Mondays – Two punches on golfer loyalty card with purchase of 9-hole greens fee
 - Tuesdays: Ladies Day - Free drink with purchase of 9-hole greens fee
 - Wednesdays: Unlimited Golf – Golf all day with the purchase of 18-hole greens fee (cart not included)
 - Thursdays: Seniors Day - Free drink with purchase of 9-hole greens fee
 - The Turkey Cup: Two-man scramble golf tournament, November 18th @ 12 p.m.
Fall & Winter Hours:
 - October 19th through November 4: 7 a.m. - Dusk
 - November 5th – December 10th : 9 a.m. – 5 p.m.
 - Last day open for the season, weather pending: Sunday, December 10th

3. **Hager House & Train Museum Closing for the Season.** Saturday, October 28th will be the last day open for tours for the 2017 season. Hours are as follows:
 - Fridays and Saturdays, 10 a.m. – 4 p.m.
 - Saturday, October 28th, the Train Museum will have limited hours from 1pm-4pm
 - Ghost Tours (see below)
 - German Christmas Tours: December 2, 3, 8, 9 & 10, Fridays & Saturdays 10am – 4pm, Sundays Noon – 5pm

4. **Hager House Ghost Tours**, October 21st & 27th. Tour times: 7p.m., 8 p.m., & 9 p.m. Learn the haunting tales that keep this 18th century residence of town founder Jonathan Hager at the top of Maryland’s most haunted sites. Take an hour tour and learn common legends of ghosts of the Hager House. Oculus Paranormal Team will be accompanying each tour. Pre-registration online strongly recommended. \$7/tour. www.hagerstownmd.org/hagerhouse

City Park Ghost Tours, October 21st & 27th. Tour times: 8 p.m. & 9 p.m. Take a one hour guided, outdoor walking tour through City Park. Learn of spooky stories and haunting legends of Historic City Park. Oculus Paranormal Team will be accompanying each tour. Pre-registration online strongly recommended. \$7. www.hagerstownmd.org/hagerhouse

PLANNING & CODE ADMINISTRATION

1. **New Development Cases:**
 - 840 Florida Avenue – Washington County ARC – minor site plan for a storage building.
 - 221 All Star Court (Lots E and E-1) – Hagerstown Commerce Center, Inc. – final plat.

2. **Planning Commission:** The Planning Commission will be reviewing the following matters at its meeting on October 25:
- Public Review Meeting for a text amendment to the cluster subdivision regulations.
 - 21 South Potomac Street – The Maryland Theatre – lobby expansion site plan and subdivision.
 - 13-17 South Potomac Street – Urban Educational Complex – site plan.
 - 531 Dual Highway – BAI Hagerstown – final plat for Lot 1.
 - 530 Mitchell Avenue – Burhans Village – concept plan.
 - Introduction to 2017 Text Amendment Package.
 - Comprehensive Plan Update.
3. **Historic District Commission:** The HDC approved the design review application for the new Maryland Theatre lobby addition at its meeting on October 12.
- The following cases have been filed for the October 26 HDC meeting:
- 112 North Potomac Street – Haspel, McLead & Drawbaugh, P.C. - sign.
 - 31-33 South Potomac Street – First Hose Fire Company – workshop pertaining to the adjacent Maryland Theatre lobby expansion project.
4. **Weekly Activity Report:** October 9–13, 2017

PERMITS								
TYPE	NUMBER OF NEW APPLICATIONS						NUMBER ISSUED	
Building	5	Residential -	4	Commercial -	1	Other -	0	3
Electric	19	Residential -	8	Commercial -	10	Other -	1	19
Plumbing	12	Residential -	11	Commercial -	0	Other -	1	12
Mechanical	9	Residential -	7	Commercial -	1	Other -	1	9
Engineering Dept.	19							23
TOTAL	64		30		12		3	66
Est. Value of Issued Building Permit Projects:					Fiscal Year Totals:			
Residential				\$ 2,985.00				\$ 1,320,642.00
Commercial				\$ 18,000.00				\$ 9,341,249.00
Apartment				\$ 0.00				\$ 192,290.00
Sign				\$ 0.00				\$ 147,839.00
TOTAL				\$ 20,985.00				\$ 11,002,020.00
RENTAL LICENSING PROGRAM YEAR: JULY 1, 2017 – JUNE 30, 2018								
						PROPERTIES		UNITS
Registrations received week of Oct 9 – Oct 13						8		11
New applications issued week of Oct 9 – Oct 13						2		2
Total 2017-2018 registered (includes additions and subtractions since 5/1/17)						3,510		9,184
Percentage of rental license renewals that have registered as of October 6, 2017						96.9%		98.3%
Notes: The 2017-2018 rental license renewals for 9,345 units in 3,624 properties were mailed on May 4, 2017. On October 16, a Notice of Violation was posted and mailed to owners who have failed to renew their licenses, giving them until Nov 17 to register or be fined.								
PAYMENT								
Weekly payment received								\$ 700
Weekly adjustment/credits								\$ 1,125

INSPECTIONS	
TYPE	NUMBER CONDUCTED
Building	50
Electrical	47
Plumbing	18
Mechanical	13
Safety	46
Neighborhood Vitality	34
Quality of Life	4
Preventive Maintenance	20
Planning & Zoning	1
INSPECTIONS KEY:	
Categories of Conditions	
Safety	Conditions which are or reasonably present a hazard to occupant or public. <u>Example:</u> No smoke alarms, improper wiring, handrails
Neighborhood Vitality	Conditions which cause or tend to cause diminution to property <u>Example:</u> Weeds, trash, debris, junk vehicles, deterioration of a structure.
Quality of Life	Conditions which negatively impact occupants. <u>Example:</u> Damaged surfaces, damages elements, missing screens
Preventive Maintenance	Conditions which are technical violations and need addressed to prevent deterioration. <u>Example:</u> Mortar deterioration, clogged gutters, minor rotting wood
Planning & Zoning	Conditions which violate Land Management Code requirements (zoning, forest conservation, floodplain, historic district and other requirements) and progress inspections of development projects for site plan compliance. <u>Examples:</u> Uses not permitted in property's zone, construction of new facilities, follow up inspections on open violations.

POLICE DEPARTMENT

STATS

Calls for Service:	1,690	Field Interviews:	69
Arrests/Warrants Served:	30	Moving Violations:	21
Domestic Violence Calls:	21	Parking Violations:	203
DUI Arrests:	3	Safety Repair Orders:	9
Reports Filed:	166	Warnings:	80

REPORTS

10/16/17: Officer Morris responded to Maryland Avenue for a report of a theft from a motor vehicle. The victim advised she parked her white Ford van in front of her house on October 15th. The next day she found her glove box open and contents scattered on the front passenger's seat. Her purse was taken which contained her wallet and numerous gift cards. She was not sure if the vehicle was secured for the night. There are no suspects.

10/13/17: Officer C. Koontz was dispatched to Jonathan Street for a report of malicious destruction of property. The victim stated that someone shot out the window to her house. She and her husband believe it may have happened the previous night when they both heard a loud pop but did not investigate at that time. The officer discovered a BB pellet between the panes of the glass. There is a person of interest and the investigation is on-going.

10/14/17: Officer Routhier responded to North Potomac Street for a disturbance. The officer met the victim who stated that he was just assaulted and robbed of his wallet, car keys, cell phone and the clothes and shoes he was wearing at the time of the robbery. The victim described the suspects as two black males wearing black hoodies and one black female with a long ponytail wearing a black shirt and a hat. The victim was transported to Meritus Medical Center for treatment. The victim stated that he believes he was mistaken for his twin brother. No further details are available.

10/16/17: Officer Thompson was dispatched to the Suns Stadium on East Memorial Boulevard for the report of a burglary. The officer was met by two stadium employees who stated that someone had broken into the concession stand. The suspect broke into a metal cooler and took an undetermined amount of beer. In addition to the concession stand, the suspect also broke into the maintenance room. At this time, it is believed that a juvenile may be the suspect as a small handprint was discovered at the scene. No further details are available.

PRESS RELEASES

10/09/17: At 4:39 a.m. officers responded to 58 Belview Avenue for a report of an assault in progress. Upon arrival officers located a 19 year old male suffering from a gunshot wound. The male was transported to Meritus Medical Center with non-life threatening injuries. Investigation revealed the incident occurred outside the residence. It is believed the suspect and the victim are known to each other.

UPDATE: On 10/12/17 at 10:56 a.m. HPD Detectives arrested 25 year old Randolph Cody Edwards of Rocky Ridge, Maryland, in connection with the shooting that occurred on 10/09/17 at 58 Belview Avenue. Edwards was taken into custody without incident at the Econo Lodge located at 900 Dual Highway in Hagerstown. Edwards is charged with Attempted 1st and 2nd Degree Murder, 1st and 2nd Degree Assault and related Firearm charges. Edwards was transported to the Washington County Detention Center where he was held without bond.

10/17/17: At 7 p.m. officers responded to 382 South Cleveland Avenue for a report of an assault in progress. Upon arrival officers located 42 year old Suzanne Marie Jones of Hagerstown suffering from multiple stab wounds. Jones was transported to Meritus Medical Center with life threatening injuries. She later died as a result of these injuries. Officers were advised a black male wearing a hooded sweatshirt with a yellow T-shirt over it and blue jeans was seen fleeing the area on foot. A K-9 track was conducted but the male was not located at that time. Through investigation, detectives were led to the Days Inn located at 1101 Dual Highway. A suspect was identified as 33 year old Jack Lee Phillips, Jr. of Hagerstown. Phillips was taken into custody without incident at approximately 1:45 a.m. Phillips was transported to Washington County Detention Center and is charged with the following: 1st and 2nd Degree Murder, Robbery, 1st and 2nd Degree Assault.

OTHER NEWS/INFORMATION

Congratulations: Effective Monday, October 16, 2017, Officer Zachary Kimmel and Officer Hunter McKinley completed their Field Training Program and are now certified for solo patrol. Officer Kimmel has been assigned to Alpha Platoon under the command of Lt. Tom Alexander. Officer McKinley has been assigned to Baker Platoon under the command of Sgt. Jim Robison. We offer our congratulations and best wishes to both officers as they begin their law enforcement career at HPD.

PUBLIC WORKS

CHART NO. 1 – GENERAL PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	213	212
	University District Deck	419	418
	Parking Lots	355	355
Number of Patrons Using Decks	A & E Deck	1850	1804
	University District Deck	2022	1987
Sales of Discount Coupons		0	0
Number of Citations Issued	(Includes Warnings)	163	207
Number of Cars Booted		0	2
Late Payment Notifications		31	34
Peak Occupancy (%)	A & E Deck	69% Fri @ Noon	64% Tue @ 2 PM
	University District Deck	59% Thu @ Noon	68% Tue @ Noon

CHART NO. 2 – A&E PARKING DECK WEEKLY OCCUPANCY

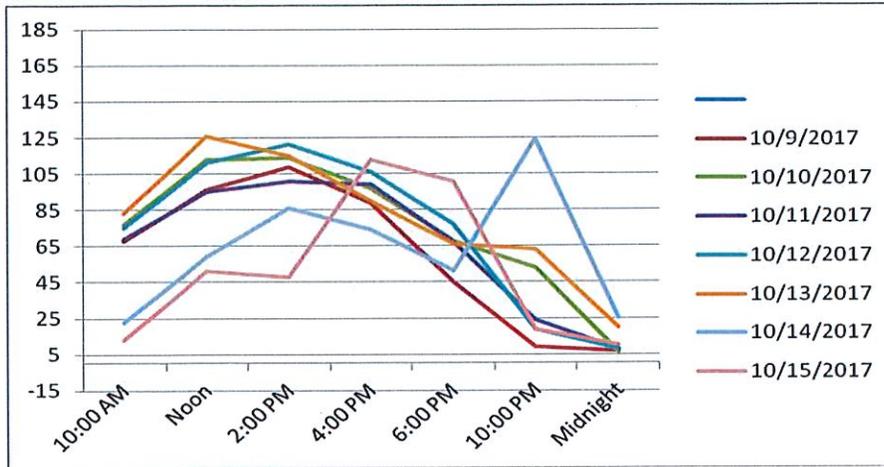
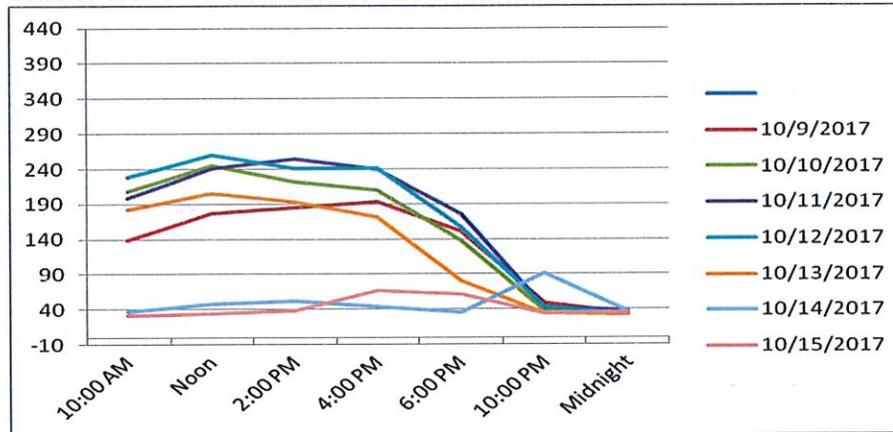


CHART NO. 3 – UD PARKING DECK WEEKLY OCCUPANCY



CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	1	0
Fire	2	3
Human Resources	0	0
Light	5	1
Parks & Engineering	2	0
Police	8	6
Public Works	3	5
Wastewater	3	1
Water	6	1
Weekly Totals	30	17

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Problem Areas

Sun. 10/15 -

10 East Washington Street- pole damaged; vehicle struck street light pole #4 in accident. The Lineworker on call removed the light fixture temporarily until follow-up repairs were completed the following business day.
Time Out: 11.9-12.6

Distribution

- Staff transferred the temporary power at the wastewater treatment plant for the switchgear replacement project in the O2 building from the Operation Building.
- The 34.5 kV metering equipment was installed at the Kind Therapeutics for their service. The remaining wire should be completed next week.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
13	1	3	0

Engineering

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- Engineering staff reviewed HLD safety manual details.
- The Staff Engineer continued design and review of multiple projects involving HLD facilities.
- Engineering staff performed SCADA communication work in the HLD's Bulldog and Mitchell substations.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, October 11, 2017	6.86	0.77
Thursday, October 12, 2017	7.14	0.00
Friday, October 13, 2017	6.03	0.00
Saturday, October 14, 2017	5.67	0.00
Sunday, October 15, 2017	5.82	0.06
Monday, October 16, 2017	5.95	0.00
Tuesday, October 17, 2017	5.69	0.00
Weekly – Avg. Flow / Total Rainfall	6.17	0.83
Oct - Avg. Flow/Total Rainfall	6.16	2.54

Miscellaneous

- Completed replacement of UPS's and maintenance switches in all of the plants PLC's.
- Troubleshoot faulty Schneider HMI on Parkson control panel. Removed HMI and will send out for repairs.
- Troubleshoot UV Channel #3 controls. Installed temporary signal wiring to UV effluent gate actuator.
- Monitored/started-up plant equipment during the switchgear replacement.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	21	1,084'	0	0
Flushing	30	6,659'		

Collection System Maintenance Task

- Grinder Pump call, 1532 Kensington Drive, replaced pump.
- Grinder Pump call, 11311 Eastwood Drive, Repaired slow leaking tubing.
- Grinder Pump call, 11403 Eastwood Court, excavated and replaced broken discharge assembly.
- Grinder Pump call, 11034 Parkwood Drive, replaced pump.
- Grinder Pump call, 1633/1635 Woodlands Run, replaced both pressure tubes.
- Began flushing underdrain system along Memorial Boulevard at the Stadium for Public Works.
- Unit #594, welded hooks for forks on bucket.
- Unit #528, picked up from MIT, repairs completed.
- Unit #527, greased and performed PM.
- Pump Station 28, repaired latch on gate.
- Completed flushing operations of trouble spots in the system.
- Dropped Enzyme bags at various lift stations and trouble spots in the system.

Administration

Wastewater Division – Customer Call Log Summary 2017							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	1	5	0	0	0	0	6
YTD 2017	53	76	5	4	1	68	207

** Other - consist of calls that may be directed to other City Departments or the County Department of Water Quality*

Engineering

- Staff attended a development review meeting at the County Plan Review and Permitting Office.

Laboratory

- Prepared reagents for Lachat operation.
- Analyzed drinking water samples for simple nutrients.
- Completed annual field service of Lachat.
- Process and regulatory testing was routine for the week.

WATER DIVISION

Plant Flows - System Demand (MGD)

Date	Willson	Breichner	Total
10/12/17	10.47		10.47
10/13/17	10.58		10.58
10/14/17	10.04		10.04
10/15/17	10.14		10.14
10/16/17	10.47		10.47
10/17/17	10.52		10.52
10/18/17	10.56		10.56
Average:			10.39

Water Production at R. C. Willson

- Operations:
 - Operations were routine this week – staff worked on facility maintenance and routine preventative maintenance.
- Maintenance
 - RC Willson – Staff worked on miscellaneous equipment preventive maintenance.
- Instrumentation
 - RC Willson – Repaired the surge tanks pressure relief valves.
 - Smithsburg Tank – Plumbing repairs were completed on the level indicator line.

Water Production at Breichner/Edgemont Reservoir. The Edgemont Reservoir pool elevation is currently at .6 foot (dry level). Site evaluation continues per the contract with Hazen and Triad. City staff and Hazen and Sawyer continue to work with MDE Dam Safety on the final Dam Evaluation Report, Emergency Action Plans, and the design criteria and project schedule. The project continues to be on schedule.

Water Distribution. Distribution crews are working throughout the system performing customer service work and new meter installations as needed. Repairs were made to a water main break on Rhode Island Avenue and a service leak on Sharpsburg Pike.

Laboratory

- Submitted the TOC removal efficiency to the Water Production Superintendent.
- Submitted a copy of the T-4 License to Water Distribution.
- Sampled disinfectant residual in the Smithsburg and Cavetown region of the distribution system.
- Sampled Henson Tank for nitrates.
- Process and regulatory testing was routine for the week.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plans	1	1
Preliminary Plats	-	-
Final Plats	1	-
Simplified Plat	-	-
Grading Plan	-	-
Building Permits	19	5

- Staff attended a development review meeting at the County Plan Review and Permitting Office.
- Staff met with a commercial developer, consultants and all agencies regarding a proposed Internet retail warehouse.



Respectfully submitted,

Handwritten signature of Valerie A. Means in blue ink.

Valerie A. Means
City Administrator