

CITY OF HAGERSTOWN, MARYLAND STATUS & INFORMATION REPORT NO. 8 FOR 2020



February 28, 2020

To Mayor Bruchey and Members of the City Council:

UPCOMING MEETINGS

MARCH 2020						
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	7-9am State of the City @ Maryland Theatre 4pm Work Session 6-8pm State of the City @ Bridge of Life	4	5	5:30pm Youth Advisory Council Meeting	6
8	9	3pm Executive Session 4pm Work Session	4pm Hagerstown Planning Commission Meeting	4pm Board of Traffic & Parking Meeting 4:30pm Hagerstown Historic District Commission Meeting	13	14
15	5pm Youth Advisory Council Meeting	4pm Work Session	18	19	20	21
22	23	7pm Regular Session	7pm Hagerstown Planning Commission Meeting	4:30pm Hagerstown Historic District Commission Meeting	27	28
29	30	No M&C Meeting				

COMMUNICATIONS DEPARTMENT

This Week's Headlines & Media Releases:

- City Discusses Wesel Boulevard Upgrades
- Hagerstown Yard Waste Collection Restarts in March
- Alexander House Renovation Talks Continue
- Council Hears Loan Portfolio Update

- City to Take Over Curb, Sidewalk Repairs Under New Stormwater Program
- City Council Denies Request to Outlaw Abortion in Hagerstown
- Keller to Receive 2020 Trailblazer Award from UNESCO Center for Peace
- Schmankerl Stube Restaurant Marks its Grand Reopening
- District Cannabis Unveils New State-of-the-Art Cultivation Center in Maryland
- City, County Sign Off on Wesel Boulevard Work
- Press Release: District Cannabis Grand Opening

This Week's Video Projects

- Mayor & Council Regular Session
- "State of the City" Video Shooting
- "State of the City" Video Post Production
- Neighborhoods 1st Highlight Video Scheduling

Channel 25 Hub City Now Programming:

- "Hub Bub" Video Podcast
- See It, Say It, Send It App Video
- The Fit Room :30 Spot
- Stormwater Program Informational Video
- Mayor & City Council Meeting—Thursday at 7pm, Saturday at 9am, and Sunday at 9am & 3pm
- MTA Commuter Connection

City Website:

- www.hagerstownmd.org attracted 10,405 user visits for the week of February 17-23, 2020.
- The most popular top entrances (the first page users accessed on the website):
 - Home Page 2,073
 - Utility Billing Page 922
 - Civic Alerts Page 820
 - Police Page 273
 - Bids Page 209
 - Collection-Schedules-Zones Page 203
 - Jobs Page 154
 - Parks & Recreation Page 145
 - Firefighters Page 102
 - Trash & Recycling Page 88
- Top Searches:
 - "Jobs"
 - "True"
 - "Online bill payment"
 - "Trash collection"
 - "Farmers"

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

Business Development Update:

- Doug Reaser attended the International Economic Development Council (IEDC) training in Baltimore on Thursday and Friday this week. The course, *Economic Development Marketing and Attraction*, focused on the fundamentals of development and implementing a high-impact marketing and attraction plan.
- Staff attended the 10th Annual Washington County Business Awards on Wednesday. Several winners were located in the City or had a City presence including: At Your Service Award - Kellgard General Contracting; Non-Profit of the Year - Girls Inc of Washington County; Young Professional of the Year - Heather Guessford; and, Business Person of the Year - Aaron Peteranecz. The event was held at the Maryland Theatre.

- Staff attended the Celebration and Ribbon Cutting of the expanded Schmankerl Stube on Monday and the Grand Opening and Ribbon Cutting for District Cannabis on Tuesday. District Cannabis is located at 560 Western Maryland Parkway.
- The Grand Opening for Glitz & Glam Boutique located at 50 E. Franklin will be Tuesday, March 10 at 10:30 am.

Main Street: Main Street is accepting vendors for the *Sweets on the Streets* event on March 14.

Events:

- St. Patricks Day Run Fest | Saturday, March 14 - 7 a.m. – 2 p.m. in City Center
Join the Washington County Recreation and Fitness Department and the City of Hagerstown in supporting the Community Free Clinic on March 14th at the Saint Patrick's Day Run Fest. Saint Patrick's Day Run Fest is a Fitness Event Extravaganza in honor of Dan McDougal, M.D. The event consists of five running events: the One Mile Shamwalk, a 5K Run, an 8K Run, and a Half Marathon. Follow the event on Facebook or register at www.imathlete.com
- Staff coordinated meetings this week with the City Logistics Team to review plans for upcoming events including the Vietnam Veterans Memorial event and a possible dance battle event.

Imagine Hagerstown: Planning is underway for the 2020 Imagine Hagerstown Saturday Street Festival slated for Saturday, September 26, 2020. Meetings next week include:

- March 2, 10 a.m. – Imagine Hagerstown Entertainment Committee Meeting
- March 3, 10 a.m. – Imagine Hagerstown Food & Beverage Committee Meeting
- March 4, 10 a.m. – Imagine Hagerstown Marketing & Sponsorship Committee Meeting
- March 6, 2 p.m. – Imagine Hagerstown Activity Zone Committee Meeting

FIRE DEPARTMENT

FIRE DEPARTMENT CALLS FOR ASSISTANCE			
House/Apartment Fires	1	Community Risk Reduction	32
Building Fires	4	Public Service	8
Medical Assistance	24	Personal Injury Collision	8
Assist other Fire Departments	12	Fuel/Hazard Spills	2
Automatic Fire Alarms	6	Gas Leaks	1
Downed Power Lines	3	Cooking Fires	2
Water/Steam Leak	1	Dumpster/Outside Fires	4

Duplex Fire – Maryland Avenue: Residents of a duplex at the corner of Howard Street and Maryland Avenue were alerted to a fire in the early morning hours of Wednesday, February 26th by a working smoke alarm. Firefighters were able to quickly extinguish the fire that appears to have start in a sofa. Hagerstown Police Department officers on the scene assisted with evacuating the residents, ensuring all got out safely.

The Hagerstown Fire Department reminds residents to check the batteries in their smoke alarms monthly. Additionally, the Fire Department will provide a free smoke alarm to any resident located in the city limits of Hagerstown. To obtain your unit, please contact the Fire Department Administrative Office at 301.791.2544.

INFORMATION TECHNOLOGY

- Our IT group has **successfully upgraded all City-owned systems from Windows 7 to Windows 10!** Windows 7 ceased support on January 14, 2020, and the IT group worked on upgrading over 120 laptops and desktops in the final quarter of 2019 alone.
- The City of Hagerstown will be partnering up with Washington County IT to join them in using the **Everbridge SMS Messaging System**. This software system allows our IT group (or any other authorized user) to quickly notify City employees of emergencies, building evacuations, active shooters, or other pertinent information. Messages can be sent via text or phone call to a variety of user-defined contact points, and the system even allows for specific groups (such as HFD, HPD, or specific City-owned locations) to be targeted in messaging and information blasts. Washington County IT technicians will be rolling out this training and availability of this system to our City IT staff in the coming months.
- Work has begun for the next **upgrade of our MUNIS financial system from v.11.3 to v.2019**. This is a major upgrade to our financial system, and the new software is entirely web-based (with no reliance on Microsoft systems such as Silverlight, etc.). Other new features and functionality will also be available in this new version. Pre-upgrade work has already started for the upgrade process, so keep an eye out for training sessions on the new features and look of MUNIS v.2019 later this summer. Our tentatively scheduled upgrade is set for a September 2020 installation.
- Our IT group continues to work with our City Engineering Division to prepare for the upcoming **Stormwater Billing Management** changes in the coming fiscal year (which begins on July 1, 2020). We are working with the Woods Consulting Group to combine our GIS and MUNIS data to determine impervious surfaces and compute the charges for city accounts (which will be billed back via MUNIS). We are currently on-track to add this fee into our normal billing cycles at the start of the new fiscal year.
- IT has worked with the PCAD group and Tolemi vendor to roll out **Building Blocks**, our new map-based application that connects and updates data held across multiple systems and can format and map this data across multiple departments and agencies. The system is currently in QA and training for our PCAD users, and will become a valuable resource in visualizing trends and data across the city landscape. For a demo of the capabilities of Building Blocks, check out this link: <https://vimeo.com/211261548>.

PARKS & ENGINEERING DEPARTMENT

ENGINEERING DIVISION

1. Bids were advertised this week for the following:
 - Heyser Parking Lot at City Park
 - Fence installation along Virginia Avenue at City Park
 - Asphalt Walkway Improvements in Various Parks
2. **Jamison Door.** Staff met with Jamison Door to review progress of the alley and retaining wall reconstruction. Staff will meet with structural engineer to review structural details and stabilizing utility poles impacted by planned construction.
3. **Congratulations.** Austin Allman has completed the Stormwater Permit Compliance Training and is now our Certified Stormwater Inspector through February 2025.

4. **Engineering Statistics**

TRAFFIC ISSUES		
Description	Week of 2/23/20	Calendar Year 2020 TOTALS
Traffic complaints received	2	33
Work Orders completed	0	22
Traffic counts completed	0	2
CONSTRUCTION PROJECTS		
Description	Week of 2/23/20	Calendar Year 2020 TOTALS
Projects advertised for bids	1	1
RFP's Advertised	0	0
Projects under construction	7	7
Projects completed	0	0

PARKS DIVISION

1. **Fit Room.** A class schedule for March is attached. Staff is accepting Fit Room rental requests for this Winter and Spring.
2. **Hager House & City Park Train Hub.** Staff is looking into new merchandise items to sell at both sites. A new gift shop will be added to the City Park Train Hub this Spring. Work continues on improving the interior of the Train Museum.
3. **Potterfield Pool.** A new partnership is being solidified with Monocacy Aquatic Group, a competitive travel swim team, to rent the pool on weekday mornings.
4. **Vandalism.** Parks staff dealt with six acts of vandalism this week:
 - The Potterfield Pool was broken into requiring repairs to the skylight in the men's locker room.
 - Vandals also broke into National Little League's storage building at Staley Park (behind the pool) requiring repairs.
 - After a private rental, vandals broke into the Fit Room at Fairgrounds Park, discharging a fire extinguisher and destroying an AED unit (these two teens were identifiable on our security cameras). Both left a huge mess which required cleanup and repairs.
 - At Hamilton Playground, vandals destroyed the LED lighting in the pavilion.
 - At Ridge Avenue Playground, vandals destroyed the electrical outlet box in the pavilion.
 - Last, but not least, vandals at Wheaton Park put graffiti in the newly painted basketball court.
5. **Vehicle Damage at City Park.** Last weekend a vehicle lost control on City Park Drive and demolished 50 feet of split rail fence that bordered properties on Sunset Avenue. Staff repaired the fencing the next day.

PLANNING & CODE ADMINISTRATION

Zoning Certificates Issued.

- 38 East Washington Street – Tattoo Sam's – tattooing services.

Planning Commission. The Planning Commission discussed input received at the February 25 Mayor and Council's public hearing on the comprehensive rezoning. On March 11 the commission will be meeting with the two property owners who requested rezonings to help form a recommendation to the Mayor and Council.

Board of Zoning Appeals. The March 18 Board of Zoning Appeals hearing was canceled since no cases were filed. The next regularly scheduled hearing is April 22.

Weekly Activity Report: February 18–21, 2020

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	6	Residential -	1	Commercial -	3	Other -	2	3
Electric	10	Residential -	5	Commercial -	5	Other -	0	10
Plumbing	14	Residential -	10	Commercial -	1	Other -	3	14
Mechanical	10	Residential -	6	Commercial -	4	Other -	0	10
Engineering Dept.	5							3
TOTAL	45		22		13		5	40
Est. Value of Issued Building Permit Projects:					FY20 Fiscal Year Totals:			
Residential				\$ 264,075.00				\$ 5,220,608.00
Commercial				\$ 210,000.00				\$ 8,951,472.00
Apartment				\$ 0.00				\$ 1,169,900.00
Sign				\$ 0.00				\$ 430,505.00
TOTAL				\$ 474,075.00				\$ 15,772,485.00
Projects of Interest:								
- Demo and remodel for "Island Twist Juice Bar" at 55 West Franklin Street - \$60,000								
- Lab renovation of basement level at 34 Charles Street - \$150,000								
- Construct two single-family homes in Greenwich Park - \$260,000								
RENTAL LICENSING PROGRAM YEAR: JULY 1, 2019 – JUNE 30, 2020								
					PROPERTIES			UNITS
Registrations received week of Feb. 18 – Feb. 21					1			1
New applications issued week of Feb. 18 – Feb. 21					3			3
Total 2019-2020 registered (includes additions and subtractions since 5/2/19)					3,604			9,251
Percentage of rental license renewals that have registered for the 2019-2020 license year					99.0%			99.0%
Notes: The 2019-2020 rental license renewals for 9,609 units in 3,807 properties were mailed on May 3, 2019.								
PAYMENT								
Weekly payment received				\$ 75				
Weekly adjustment/credits				\$ 75				
INSPECTIONS								
TYPE	NUMBER CONDUCTED							
Building	56							
Electrical	41							
Plumbing	20							
Mechanical	12							
Safety	33							
Neighborhood Vitality	15							
Quality of Life	10							
Preventive Maintenance	2							
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:	1,356	Field Interviews:	21
Arrests/Warrants Served:	20	Moving Violations:	21
Domestic Violence Calls:	21	Safety Repair Orders:	5
DUI Arrests:	2	Warnings:	82
Reports Filed:	135		

REPORTS

02/20/20: Officer C. Kelley was contacted by a citizen in reference to her expiration sticker being stolen from her vehicle's license plate. The victim stated she had been in the hospital and had not seen her vehicle for a week and therefore was unsure of an exact date of the theft. There are no suspects at this time.

02/20/20: Officer Easley was dispatched to West Baltimore Street for a reported theft. The victim stated that she received notification that her medical supplies were delivered to her apartment. However, when she arrived home the supplies were not there and apparently someone had stolen all six of her boxes. The medical supplies were paid for by her Medicare plan and was valued at \$3,000. The officer spoke with the Housing Authority and they reviewed the cameras and found no suspects. No further information is available at this time.

02/22/20: Officer Mazloun responded to Fairground Avenue for a reported assault. The victim requested medical attention and the officer called for Emergency Medical Service to the scene. When at Meritus Medical Center, the victim advised the officer that he and his girlfriend were walking in the area of Byers Stop N Go when they were attacked under the bridge at West Franklin Street by numerous teenagers. The juveniles peppered sprayed him and punched him all over his body. The girlfriend sustained scratches during the incident. Both victims did not want to file charges against the juveniles. No further details are available.

02/23/20: Officer St.Clair was dispatched to HPD Headquarters to in reference to a disturbance. There Officer St.Clair met with a male who advised he had just run from the Dagmar Hotel to HPD because someone had threatened to shoot him. The victim stated he offered to help a black male repair his car that was parked at the Dagmar Hotel. As the victim was attempting to repair the vehicle's ignition, he damaged the Cadillac with his hammer and screwdriver. The owner of the vehicle became upset and threatened the victim. The victim took off running to get help. At this time there is not enough evidence to file charges against the owner of the Cadillac.

02/23/20: Officers responded to Brynwood Street for a reported assault. The caller was standing behind his car parked on Brynwood Avenue and had an unloaded firearm next to him on the trunk of his vehicle. He explained to the officers that his ex-girlfriend, who is the mother of his children, answered the door and lunged at him with a knife. As he tried to take the knife from her, a firearm dropped from her waistband. Her firearm was unloaded and she advised officers that she only meant to scare the victim. She stated that during the incident, the victim pulled her out of the door and knocked her down. Since the ex-girlfriend is pregnant, officers offered to call an ambulance but the female refused treatment. The female was arrested and transported to the Washington County Detention Center for processing. Her firearm was packaged and placed into evidence at the Hagerstown Police Department. The officers were unable to locate the knife involved in the incident. No further details are available at this time.

02/24/20: Sgt. Hay responded to the Dollar Tree on Maryland Avenue for a reported theft. The store manager stated the suspects had left the establishment and headed eastbound on Wilson Boulevard. The manager gave descriptions of the suspects and advised they stole numerous packs of trading cards. Initially the suspects were not located, however they were later located walking on Pope Avenue. The Sergeant made contact with the suspects, one male and one female, and questioned if they were recently at the Dollar Tree and took anything without paying. They both admitted that had taken the trading cards. The Sergeant checked their plastic bag and located 22 packs of trading cards. Both suspect's person and property were checked and drug paraphernalia was located in the female's purse. Both suspects were issued a No Trespass Letter from Dollar Tree. It was also discovered that the female had an active warrant for her arrest. She was arrested and transported to Central Booking. The Sergeant will be charging them through an application at District Court.

02/25/20: Officer Wertz responded to Garlinger Avenue for a report of a damaged vehicle. The victim stated that he parked his vehicle in front of his residence and when went to drive his vehicle he noticed the left tire was flat. He then noticed his neighbor's vehicle also had flat tires. The victim contacted police. Officers observed that three other vehicles in the neighborhood also had flat tires. No cameras in the area captured the incident. No additional information is available at this time.

PRESS RELEASES

On 02/21/20 at 6:20 a.m. officers from the Hagerstown City Police Department along with members of the Washington County Narcotics Task Force and the Washington County Special Response Team executed a search and seizure warrant at 1017 Georgia Avenue. Upon execution of the search warrant, officers located illegal drugs and a loaded handgun. Officers arrested 39 year old Johnny Durent Norris Jr of Hagerstown without incident. Norris was transported to The Washington County Detention Center and is charged with the following: Firearm Possession with Felony Conviction, Illegal Possession of Ammunition, CDS - Possession with Intent to Distribute, Regulated Firearm Illegal Possession, CDS - Possession-Not Marijuana, Distribution CDS Fentanyl/Heroin and Firearm Drug Traffic Crime. Johnny Durent Norris Jr is currently being held without bond.

PUBLIC WORKS

CHART NO. 1 – GENERAL PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	185	185
	University District Deck	440	440
Number of Student Permits	Central, Market, Rochester Lots	28	28
Number of Patrons Using Decks	A & E Deck	1514	1614
	University District Deck	1488	1820
Number of Citations Issued	(Includes Warnings)	206	270
Late Payment Notifications		24	32
Peak Occupancy (%)	A & E Deck	90%	100%
		Sat @ 2 PM	Fri @ 6 PM
Peak Occupancy (%)	University District Deck	53%	53%
		Thur @ Noon	Tue @ 10 AM

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

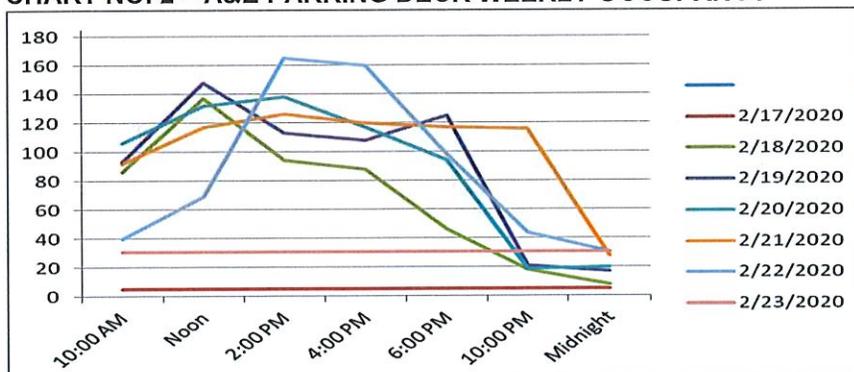
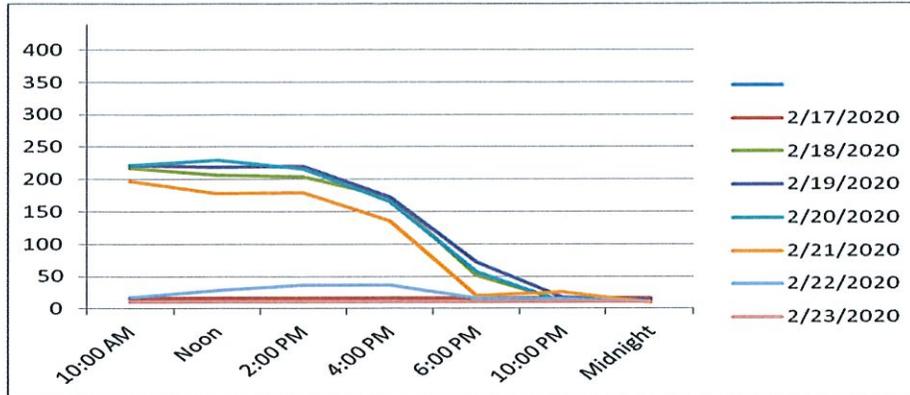


CHART NO. 3 – UD PARKING DECK WEEKLY OCCUPANCY



CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	0
Fire	1	1
Human Resources	0	0
Light	1	4
Parks & Engineering	3	0
Police	8	8
Public Works	7	5
Wastewater	2	3
Water	7	2
Weekly Totals	29	23
Yearly Total	187	

AFTER HOUR CALL BACKS

Wednesday, February 19, 2020 @ 8:30 p.m.: Sewer backup at 26 West Irvin Avenue. Fire Department was contacted by the homeowner. HFD contacted Public Works for assistance. This issue was really one for the Wastewater Department and staff contacted them for their help.

Wednesday, February 19, 2020 @ 1:05 a.m.: Traffic signals were found to be completely off at the intersection of Church St. and East Ave. Staff was contacted to investigate. Someone had cut the lock off the incoming electrical panel and shut off the power. The electricity was switched back on and the signals returned to normal operation.

Thursday, February 20, 2020 @ 5:30 p.m.: HPD contacted staff about a damaged sign at the intersection of North Avenue and Boward Street. The sign posed no risk or danger but was simply twisted up. Staff made repairs the next business day during normal work hours.

MARYLAND WATCH WORKS RENOVATIONS

Staff has begun remodeling approximately 2,000 square feet of space for the city’s new tenant, Maryland Watch Works. The company will be occupying the rear, basement space of 14 North Potomac Street that the Maryland Department of Occupational Safety and Health (MOSH) once occupied. The work mostly includes new paint and flooring along with some other incidentals. Watch Works is to take occupancy by April 1st.

UPDATE ON BRIDGE TO CHANGE

It was reported last week on all the good work that REACH has been doing in the first 6 months of operating their program Bridge to Change. The program has been great to help the homeless with the job of collecting litter around the city. Unfortunately, they experienced a setback when their field supervisor left the program. The Bridge to Change program will be on a hiatus until a replacement is found to lead the work crews in the field.

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Service Calls

Wed. 2/26 - 1365 Salem Avenue: Pole damaged; line crews made emergency repairs to pole damaged in vehicle accident. Time Out; 2.8-5.4

Distribution

- Crews continue to replace decorative street light poles to have them professionally refinished.
- ARS Contractors continue to do tree trimming in HLD service territory as part of our yearly maintenance.

Engineering

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- The Staff Engineer and Engineering Designer met with Hagerstown Fiber to discuss attachment processes for the rollout of their system.
- Engineering staff coordinated multiple vehicle repairs to the HLD line operations fleet.
- Engineering staff performed critical updates to mapping of the HLD electric system in the GIS environment.
- The Staff Engineer developed relay settings for HLD over-current protection devices.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, February 19, 2020	5.91	0.00
Thursday, February 20, 2020	5.92	0.00
Friday, February 21, 2020	5.85	0.00
Saturday, February 22, 2020	5.70	0.00
Sunday, February 23, 2020	5.57	0.00
Monday, February 24, 2020	5.46	0.00
Tuesday, February 25, 2020	5.70	0.04
Weekly - Avg. Flow / Total Rainfall	5.73	0.04
Monthly - Avg. Flow / Total Rainfall	6.29	1.42

- Removed faulty scum pump from ASPS and rebuilt in shop.
- Repaired faulty O2 vaporizing recirculation pump.
- Finished piping modifications to Hypo tank so it can be properly drained.
- Installed temporary piping to polymer system so maintenance can repair leaking bulkhead fitting.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

Wastewater Collections

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	#9,#19	848	11	239
Flushing	#1	2,232'		

Collection System Maintenance Tasks

- Root cut, 220 Hager Park
- PS #1, worked on new SCADA system.
- PS #4, adjusted set points on PLC.
- PS #5, reset SCADA.
- PS #8, removed "old" Scada Unit.
- PS #17, installed safety lighting.
- PS #19, worked on new SCADA system.
- PS #21, removed "old" Scada unit.
- 11023 Plumwood, excavated and replaced discharge assembly.
- 11015 Plumwood, excavated and replaced discharge assembly.
- Moved topsoil in back field.
- Cut roots in Reach at Hager Park 0901809019.
- Worked with Tim prepping NAS box for possum, and installed Team Viewer for SCADA.
- Grinder pump, 11138 Mahogany Drive, reset smart switch.
- Grinder pump, 20123 Teakwood Drive, reset smart switch.
- Backup, 675 Westwood Drive, problem on the private side.
- Back up, 26 West Irvin Avenue, problem on the private side.
- Backup, 1004 Noland Drive, cleaned problem in main line.
- General pump shop repair work.

Administration

Wastewater Division – Customer Call Log Summary 2020							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	0	1	0	0	0	4	5
YTD 2020	13	15	2	0	1	29	60

Engineering

- Staff working with engineering on future developments.
- Staff working with City staff on allocations.
- Staff working with developers for what utilities are available.

Lab

- Contacted Lachat tech support regarding Total Phosphorus issue.
- Replaced pump tubing for Lachat manifolds.
- Replaced transmission lines for Lachat pump tubes.
- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.

WATER DIVISION

Plant Flows - System Demand (MGD)

Date	Willson	Breichner	Total
02/20/20	9.81		9.81
02/21/20	9.78		9.78
02/22/20	9.75		9.75
02/23/20	9.63		9.63
02/24/20	9.79		9.79
02/25/20	9.71		9.71
02/26/20	9.65		9.65
Average			9.73

Water Production at R. C. Willson

- R.C. Willson and Pump Stations–Staff worked on facility maintenance and routine preventative maintenance.

Water Production at Breichner/Edgemont Reservoir. The Edgemont Reservoir pool elevation is currently at 5.2 feet. 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.

Water Distribution

- Distribution crews are working throughout the system performing customer service work and new meter installations as needed.
- Crews continue to replace residential meters throughout the water service area.
- Repairs were made to a water main break on Hoffman Drive and Virginia Avenue.

Laboratory

- Reported lagoon discharge data to Water Division Manager.
- Reported TOC removal efficiency for the month of February to Water Division Manager.
- Collected composite samples from lagoon discharge.
- Process and regulatory testing were routine for the week.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plans	2	1
Preliminary Plats	-	-
Final Plats	1	-
Replat	-	1
Grading Plan	-	-
Building Permits	35	3

- Staff met with an engineering firm to discuss a project.
- Staff reviewed several projects.



Respectfully submitted,

A handwritten signature in blue ink that reads "Scott A. Nicewarner".

Scott A. Nicewarner
City Administrator

Multiple Facilities

Monthly Calendar For March 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 (ID#69) 7p-7:45p Flying Fitness, Level 0 #7019	2 (ID#69) 9a-10a Mind & Body: Tai Chi Fundamentals -- 6503 (ID#69) 5:45p-7p Mind & Body: Yoga For Weight Loss - returning student -- 6635 (ID#69) 7:15p-8:30p Mind & Body: Belly Dance Technique & Choreography -- 6490	3 (ID#69) 9:30a-10:45a Mind & Body: Yoga for the Older Student -- 6534 (ID#69) 4:30p-5:30p Mind & Body: Zumba -- 6584 (ID#69) 5:45p-6:45p Flying Fitness Level 1, \$10 special #7021 (ID#69) 7p-8p Mind & Body: SharQui the Belly Dance Workout -- 6493	4 (ID#69) 4p-5p Mind & Body: Yoga for the Older Student -- 6538 (ID#69) 5:45p-7p Mind & Body: Yoga For Weight Loss - returning student -- 6635 (ID#69) 7:30p-8:30p Flying Fitness Level 1, \$10 special #7022	5 (ID#69) 5:30p-6:30p Mind & Body: Art of Self Defense -- 6499 (ID#69) 6:30p-8p Mind & Body: Aikido Basics -- 6506	6 (ID#69) 10a-12p First Aid & Safety: CPR and First Aid -- 6542 (ID#69) 6p-7p Mind & Body: Flying Fitness Level 1 -- 7008 (ID#69) 7:10p-7:55p Mind & Body: Flying Fitness, Level 0 -- 7009	7 (ID#69) 9a-10a Mind & Body: Tai Chi Fundamentals -- 6503 (ID#69) 10a-11a Mind & Body: Zumba -- 6587 (ID#69) 11:30a-12:30p Mind & Body: Belly Dance- Practice -- 6706 (ID#69) 12:45p-1:45p Flying Fitness Level 1 #7016 (ID#69) 2p-3:30p Outdoor Activities: GeoCaching in the Parks, Mar. 7, Fit Room -- 6566
8 (ID#69) 10a-11a Hip Hop Soul #6581 (ID#69) 2p-6p Square Dance #6599	9 (ID#69) 9a-10a Mind & Body: Tai Chi Fundamentals -- 6503 (ID#69) 5:45p-7p Mind & Body: Yoga For Weight Loss - returning student -- 6635 (ID#69) 7:15p-8:30p Mind & Body: Belly Dance Technique & Choreography -- 6490	10 (ID#69) 9:30a-10:45a Mind & Body: Yoga for the Older Student -- 6534 (ID#69) 4:30p-5:30p Mind & Body: Zumba -- 6584 (ID#69) 5:45p-6:45p Mind & Body: Flying Fitness Level One -- 6510 (ID#69) 7p-8p Mind & Body: SharQui the Belly Dance Workout -- 6493	11 (ID#69) 10:30a-11:30a Mind & Body: Weight Management Hypnosis -- 6601 (ID#69) 4p-5p Mind & Body: Yoga for the Older Student -- 6538 (ID#69) 5:45p-7p Mind & Body: Yoga For Weight Loss - returning student -- 6635 (ID#69) 7:30p-8:30p Mind & Body: Flying Fitness Level Two -- 6524	12 (ID#69) 5:30p-6:30p Mind & Body: Art of Self Defense -- 6499 (ID#69) 6:30p-8p Mind & Body: Aikido Basics -- 6506	13 (ID#69) 6p-7p Flying Fitness Level 1 #7010 (ID#69) 7:10p-7:55p Flying Fitness, Level 0 #7011	14 (ID#69) 9a-10a Mind & Body: Tai Chi Fundamentals -- 6503 (ID#69) 10a-11a Mind & Body: Zumba -- 6587 (ID#69) 1:30p-2:30p Flying Fitness Level Two #6530 (ID#69) 2:45p-3:30p Flying Fitness, Level 0 #6622
15 (ID#69) 1p-2p Belly Dance- Practice #6708 (ID#69) 3p-6p Square Dance #6959 (ID#69) 7p-7:45p Flying Fitness, Level 0 #7020	16 (ID#69) 9a-10a Mind & Body: Tai Chi Fundamentals -- 6503 (ID#69) 5:45p-7p Mind & Body: Yoga For Weight Loss - returning student -- 6635 (ID#69) 7:15p-8:30p Belly Dance- Snow Date #6491	17 (ID#69) 9:30a-10:45a Mind & Body: Yoga for the Older Student -- 6534 (ID#69) 4:30p-5:30p Mind & Body: Zumba -- 6584 (ID#69) 5:45p-6:45p Mind & Body: Flying Fitness Level One -- 6510 (ID#69) 7p-8p SharQui - Snow Dates #6494	18 (ID#69) 5:45p-7p Mind & Body: Yoga For Weight Loss - returning student -- 6635 (ID#69) 7:30p-8:30p Mind & Body: Flying Fitness Level Two -- 6524	19 (ID#69) 5:30p-6:30p Mind & Body: Art of Self Defense -- 6499 (ID#69) 6:30p-8p Mind & Body: Aikido Basics -- 6506	20 (ID#69) 6p-7p Flying Fitness Level 1 #7012 (ID#69) 7:10p-7:55p Flying Fitness, Level 0 #7013	21 (ID#69) 9a-10a Mind & Body: Tai Chi Fundamentals -- 6503 (ID#69) 10:30a-11:30a Flying Fitness Level 1 #7017 (ID#69) 11:45a-12:45p Mind & Body: Bang -- 6611 (ID#69) 1:30p-4p Kindness Rocks Painting #6689
22 (ID#69) 10a-1:30p First Aid & Safety: Child and Babysitter Safety -- 6544 (ID#69) 3p-8p Private Parly, Boy Scout, Eagle Scout Banquet	23 (ID#69) 9a-10a Mind & Body: Tai Chi Fundamentals -- 6503 (ID#69) 5:45p-7p Mind & Body: Yoga For Weight Loss - returning student -- 6635 (ID#69) 7:15p-8:30p Mind & Body: Belly Dance Technique & Choreography -- 6695	24 (ID#69) 4:30p-5:30p Mind & Body: Zumba -- 6584 (ID#69) 5:45p-6:45p Mind & Body: Flying Fitness Level One -- 6510 (ID#69) 7p-8p Mind & Body: SharQui the Belly Dance Workout -- 6699	25 (ID#69) 5:45p-7p Mind & Body: Yoga For Weight Loss - returning student -- 6635 (ID#69) 7:30p-8:30p Mind & Body: Flying Fitness Level Two -- 6524	26 (ID#69) 5:30p-6:30p Mind & Body: Art of Self Defense -- 6499 (ID#69) 6:30p-8p Mind & Body: Aikido Basics -- 6506	27 (ID#69) 6p-7p Flying Fitness Level 1 #7014 (ID#69) 7:10p-7:55p Flying Fitness, Level 0 #7015	28 (ID#69) 9a-10a Mind & Body: Tai Chi Fundamentals -- 6503 (ID#69) 10:30a-11:30a Flying Fitness Level 1 #7018 (ID#69) 11:45a-12:45p Mind & Body: Bang -- 6611 (ID#69) 1:30p-2:30p Mind & Body: Flying Fitness Level One -- 6520 (ID#69) 2:45p-3:30p Flying Fitness, Level 0 #6623

Multiple Facilities

Monthly Calendar For March 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29 (ID#69) 12:30p-1:30p Belly Dance- Practice #6709 (ID#69) 2p-6p Square Dance #6600	30 (ID#69) 6:45p-7p Mind & Body: Yoga For Weight Loss - returning student -- 6635 (ID#69) 7:15p-8:30p Mind & Body: Belly Dance Technique & Choreography -- 6695	31 (ID#69) 4:30p-5:30p Mind & Body: Zumba -- 6584 (ID#69) 5:45p-6:45p Mind & Body: Flying Fitness Level One -- 6510 (ID#69) 7p-8p Mind & Body: SharQui the Belly Dance Workout -- 6699				