

City of Hagerstown, Maryland Status & Information Report No. 8 for 2015

February 27, 2015

To Mayor Gysberts and Members of the City Council:

UPCOMING MEETINGS

MARCH 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 No Meeting	4	5 7-9 pm Western MD Blues Fest Cabin Fever Blues Bash @ MD Theatre	6	7
8	9	10 7:15am State of the City @ Hager Hall 4pm Work Session 6:30pm State of the City @ Council Chamber	11	12	13	14 10 am St. Patrick's Day Run @ City Center
15	16	17 4pm Work Session	18	19	20	21
22	23	24 4pm Work Session	25	26	27	28
29	30	31 7pm Regular Session				

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

BUSINESS & COMMUNITY RELATIONS DIVISION

1. **Grand Opening/Anniversaries**

- JUST LOOKIN' GALLERY celebrated their 20th Anniversary at 40 Summit Avenue in City Center Hagerstown this week! Just Lookin' is a multi-media art and framing gallery specializing in original African American art, hand-pulled prints and sculpture. Just Lookin is located in Hagerstown's Arts and Entertainment District!
- A Grand Opening and Ribbon Cutting for Anne Arundel Dermatology will occur on Friday, February 27 at 4:30 PM. This business is located at 1185 Imperial Drive, Suite 200 in Hagerstown.
- Please mark your calendar now for a Grand Opening and Ribbon Cutting for Regenerate. The business is located at 20 West Washington Street, Suite 101 in City Center Hagerstown. The event will take place on Monday, March 9 at 4:30 PM. The owner is Eric Sarmiento.

2. **Events**

- The City of Hagerstown, Washington County Government and the Community Free Clinic will host a St. Patty's Day Running Fest on March 14, 2015 which includes a one mile walk, a 5k course, an 8k course and a 1/2 marathon. We already have 340 signed up for the races including 41 for 1/2 marathon and over 80 for the new 8k race. We have runners from Bayonne, New Jersey; Fort Campbell, Kentucky; Bryn Mawr, Pennsylvania; Canton Ohio; Fayetteville, North Carolina and Philadelphia, Pennsylvania. We are expecting 1,000 to participate.
- Staff are working on the Taste of the Arts Event. The event is slated for April 30, 2015 from 5:00 PM to 8:00 PM. The committee is currently signing up restaurants to participate. During this event, participants can help three great organizations, enjoy delicious cuisine and be delighted by the sights and sounds of local artists. Passport tickets will be sold by the Maryland Theatre and the cost is \$20 and the event benefits the Barbara Ingram School for the Arts Foundation, The Maryland Theatre, and the Washington County Arts Council. The City of Hagerstown is a sponsor.
- Gearing up for their 20th Anniversary Event in May, the City of Hagerstown and the Western Maryland Blues Fest Committee will host the Cabin Fever Blues Bash 2015 on Thursday, March 5, 2015 from 7:00 PM to 9:00 PM at the Maryland Theatre, 21 South Potomac Street. Doors will open at 6:15 PM. The Cabin Fever Blues Bash raises funds and awareness for the Western Maryland Blues Fest, which is scheduled for May 28 - May 31 in Hagerstown's City Center and the City Park. This year's Blues Bash entertainer will be the Homemade Jamz Blues Band. Tickets are \$15. The sponsors are the Herald Mail, Antietam Cable Television, Volvo, Antietam Brewery, M&T Bank, and the Maryland Theatre.
- The Western Maryland Blues Fest is just beginning its fundraising campaign, and a number of sponsors have committed. Sponsorship packages were sent out this week. Currently, the Western Maryland Blues Fest is accepting submissions for the children's t-shirt art.

3. **A&E District**

- Staff are working with the State of Maryland to organize the Annual A&E Managers Meeting being held in City Center Hagerstown on April 20. The meeting will begin and end at the Washington County Free Library.
- The A&E Management Board will be meeting again with Rodney Tissue to discuss art concepts on the trail and review a draft concept of trail sign designs. On March 12, the group is meeting with Patricia Walsh with the Americans for the Arts, Public Arts Network to get ideas on how to proceed.

4. **Volunteers:** The Volunteer Program is continuing. Bev David has been speaking with general volunteers, event volunteers and others. A number of people want to assist in enhancing the City. We are searching for more snow angels. We need about three more volunteers. This week we welcomed Anne Cueto to the Code Administration office.

5. **This Week's Headlines and Media Releases:**

- Yard Waste Collection Resumes Week of March 1st
- Dermatology Office Celebrating Grand Opening
- Hagerstown Fire Chief Announces His Retirement
- Hub City 100 Milers Meet in the Middle
- E-casts:
 - Important Opportunity to Promote Your Business at Events
 - Deadline for Blues Fest Early Bird Specials is February 27th
 - engageHagerstown: Enhancing the Greens at Hamilton Run

6. **Channel 25:**

- Watch the City Newsroom at the top of every hour. This week's news stories include:
 - Hub City Mid Miler Check-In Event
 - St. Patrick's Day Run Fest Media Conference
 - Black History Month Promotion
 - Boy Scout Builds Birdhouses in Parks for Eagle Scout Project
 - Clearing the Way: On the Road with Public Works
 - Special Broadcasts:
 - ▶ Divided Valor - Saturday and Sunday at 2:00 pm
- In production:
 - Black History Month Tribute with Doleman Black Heritage Museum
 - State of the City

7. **Websites:**

- City Website:
 - About 7,400 users visited www.hagerstownmd.org for the week of February 16 - February 22, 2015.
 - Top entrances (first page users accessed on the website):
 - ▶ Home page 2,587 users
 - ▶ Jobs page 594 users
 - ▶ Utility Billing page 359 users
 - Top Searches:
 - ▶ "tax"
 - ▶ "hospital"
 - ▶ "recycling"
 - ▶ "water main break"
- engageHagerstown:
 - Total Participants: 441
 - Unique Visitors: 8,263
 - Page Views: 44,399
 - Current topics:
 - ▶ What exterior code violations have the greatest impact on your neighborhood?
 - ▶ What are your ideas for strengthening and expanding workforce development in our community?
 - ▶ What are some creative ideas for enhancing programming and operations at The Greens at Hamilton Run?

PLANNING & CODE ADMINISTRATION DIVISION

1. **Zoning Certificates Issued**
 - 420 East Antietam Street – Anthony’s Pizza – pizza restaurant.
 - 761-F East Wilson Boulevard – Roxy Liquors – retail liquor sales (change in ownership only).

2. **New Development Cases:**
 - 513 South Potomac Street - Community Garden – minor site plan for sidewalks, parking area, sheds, and 26 garden plots.
 - 122-124 High Street – High Street LLC – minor subdivision for division of a duplex.

3. **Planning Commission:** The Planning Commission discussed the following on February 25:
 - 2014 Land Management Code Text Amendments – continued consideration of comments received at public review meeting. Most of the discussion focused on pedestrian lighting levels, regulation of window signage, and storefront protection zones. Members also agreed to an additional text amendment that would add installation of sidewalks as part of the site design standards.
 - Comprehensive Plan Update – Future Park Needs. Aside from a few suggestions, the commission endorsed staff’s first attempt at mapping future park needs.
 - Agreed to send a letter to the Mayor and Council requesting that the City Code be amended to change boards and commissions quorum requirements to a simple majority instead of two-thirds of appointed members.

4. **Award Notification:** Steve Bockmiller was notified by the Hagerstown Civil War Roundtable that he has been selected to receive the “Henry Kyd Douglas Award” for 2015. The HCWRT established the award to “acknowledge local individuals who have made contributions to the advancement of the study of the American Civil War through preservation, publication and education.” It appears that he was selected for the wide array of projects he has undertaken in recent years – some on the City’s behalf and others on his own initiative in the tri-state region. The HCWRT donates \$100 to the local historical charity of the donor’s choice and they will be asked to donate that sum to the Washington County Historical Society. The award will be presented on the evening of April 23.

5. **Code Administration Weekly Activity Report:** February 17–20, 2015

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	4	Residential -	2	Commercial -	1	Other -	1	2
Electric	14	Residential -	8	Commercial -	6	Other -	0	14
Plumbing	13	Residential -	9	Commercial -	4	Other -	0	13
Mechanical	6	Residential -	5	Commercial -	1	Other -	0	6
Engineering Dept.	15							14
TOTAL	52		24		12		1	49
<u>Est. Value of Issued Building Permit Projects:</u>					<u>Fiscal Year Totals:</u>			
Residential	\$ 0.00				\$ 3,866,372.00			
Commercial	\$ 17,400.00				\$ 36,200,340.00			
Apartment	\$ 0.00				\$ 7,909,543.00			
Sign	\$ 0.00				\$ 214,592.00			
TOTAL	\$ 17,400.00				\$ 48,190,847.00			

RENTAL LICENSING PROGRAM		
	PROPERTIES	UNITS
Total registered or invoiced for 2014-2015 program	3,463	9,486
Registrations received weeks of February 17 – 20	11	13
New applications issued weeks of February 17 – 20	12	14
Percentage of total invoiced that have registered & paid	99.8 %	99.8 %
PAYMENT		
Weekly payment received	\$ 975	
Weekly adjustment/credits	\$ 0	
INSPECTIONS		
TYPE	NUMBER CONDUCTED	
Building	10	
Electrical	22	
Plumbing	7	
Mechanical	6	
Safety	15	
Neighborhood Vitality	26	
Quality of Life	2	
Preventive Maintenance	9	
Planning & Zoning	6	
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.	

PARKS & ENGINEERING

1. **Recreation News:**
 - Golf Course. Interviews continue for the new part time Golf Programmer. We hope to have the new person hired within the next week.
 - Partnership Secured with Meritus Medical Center. We have secured an indoor room at Robinwood/Meritus Medical Center to continue our Yoga for Weight Loss Series another eight weeks and to add in a Saturday morning series. The room was offered complimentary to the City and Meritus is heavily promoting our new programs as part of their wellness incentives to employees.
 - Hub City 100 Miler. The Mid-Miler Check-In was a success with an estimated 150 people in attendance and the following media coverage to highlight the evening's activities:

2. **Golf Course Feedback.** We are soliciting ideas to make The Greens at Hamilton Run a better course. We sent an e-cast to all registered golfers to join the discussion on "engageHagerstown" to share your thoughts on ideas.
3. **Tommy "202".** Our Tommy "202", a children's ride our staff created on the chassis of an unused mower, was delivered to Mace's Auto Body to be painted. In exchange for advertising on Tommy "202", Mace's has agreed to prep and paint it free of charge.
4. **Golf Course Bridges.** We constructed and installed guardrails along each side of both concrete bridges.
5. **Emerald Ash Borer.** Per the plan we presented to City Council on February 10th at City Park, our contractor dropped seven large ash trees and our crews are cleaning up the debris. We are also removing limbs from other trees.
6. **Community Garden.** We constructed two ADA garden boxes. Lumber has been received and as soon as the weather allows we will start constructing all the garden plots.
7. **Survey Instrument.** We opened bids for the new survey instrument and will submit for Mayor & Council approval in March. Our old instrument does not "hold calibration" any longer. Our new instrument is robotic and will allow surveying to be completed by only one staff person.

8. **Engineering Division Items**

Traffic issues		
Description	Week of 2/20/15	Calendar Year-to-date
Traffic complaints received	1	25
Work Orders completed	0	16
Traffic counts completed	1	3
Construction Projects		
Description	Week of 2/20/15	Calendar Year-to-date
Projects advertised for bids	1	9
Projects under construction	7	
Projects completed	0	0

POLICE DEPARTMENT

1. **STATS**

Calls for Service:	1,321	Field Interviews:	37
Arrests/Warrants Served:	19	Moving Violations:	39
Domestic Violence Calls:	19	Parking Violations:	unavailable
DUI Arrests:	3	Safety Repair Orders:	22
Reports Filed:	144	Warnings:	84

2. **REPORTS**

- **02/21/15:** Officer Anderson responded to South Locust Street in reference to a burglary. The victim advised someone had kicked in his back door and broke the window. It appeared the suspect used something to pry open the door. The marks on the door were photographed. It was discovered that jewelry valued at \$300 was missing from the residence. No further information is available at this time.
- **02/23/15:** Officer Goggin was conducting his routine patrol when he was approached by a citizen to report she lost her wristlet in the area of Harman's Bar. She also reported someone had already used her debit card at Byers Stop-N-Go. In addition to the loss of her debit card, was her driver's license, Social Security card, a wedding band, cell phone and US currency. The total loss was \$1,700. There are no suspects at this time.
- **02/25/15:** Officer Kovac was dispatched to the YMCA on Eastern Boulevard for report of a vehicle being broken into and items stolen. The unknown suspect broke the rear passenger door window and fled with a purse. The purse contained credit cards, checks, cell phone and a driver's license. The victim was advised to contact the bank and cell phone company as soon as possible to report this theft. No further information is available at this time.

3. OTHER NEWS/INFORMATION

- **Note to Chief Holtzman from Curt Wood - Criminal Justice Instructor.** We would like to thank you for all the support that the Hagerstown Police Department provided throughout the Skills USA Competition. Lt. Hurd, Sgt. Robison, Det. Hook, Det. Dietz, Sgt. Murray, Det. Varner and Det. Ackerman all helped in the process either by judging or preparing the students prior. These dedicated officers of your agency provided instruction and practical scenarios prior to the competition. On the day of the event these officers went above and beyond by judging and sitting up the various events required for the day. The event was a huge success with our group taking 11 of the 12 spots. These winners will now move forward to the state-wide event scheduled for April. Please thank everyone for their hard work and willingness to teach and mold the young minds of our future officers.

- **Officer Langley Dean Saves Another Life.** On January 8, 2015 at approximately 7:00 pm, Hagerstown Police Department Officer Langley Dean, a nine year veteran of the Department, responded to an ECHO call for Salem Avenue Elementary School. ECHO calls are an emergency broadcast by the County's 911 center to all police, fire and ambulance companies in the area to notify them of an immediate life-threatening medical need in the community. Being the first on scene, Officer Dean was ushered in by a school employee and guided to the break room where the patient, a 70 year old male, lay on the floor. He was not breathing and had no pulse.

Dean had brought an AED (Automated External Defibrillator) with him. After assessing the patient's condition, the officer immediately hooked up the AED to further assess the patient. The AED advised shocking the patient. The officer did so and then immediately began chest compressions.

CRS quickly arrived, stabilized the patient and transported him to Meritus Medical Center. On arrival the patient was breathing on his own and emergency room personnel were able to further stabilize him.

Dr. Neil Roy, emergency physician of Meritus Health said, "Without this officer's quick response and life-saving training and expertise the victim would not have survived." Officer Dean has successfully saved the lives of three Hagerstown residents. On July 30, 2011, he and HPD Officer Ryan Wertz saved the life of an unconscious man, on Frederick Street, who had no pulse. Last month, on December 30, 2014 he and HPD Officer Jon Molineaux were dispatched to the first block of Madison Avenue where they revived a man who was not breathing and had no pulse.

"We are proud of all our officers. Each is trained and each performs day-in and day-out. We are particularly proud of Patrol Officer Langley Dean for expertly applying his training and saving lives," said Chief Mark Holtzman.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	213	213
	University District Deck	463	463
	Downtown Parking Lots	360	359
Number of Patrons Using Decks	A & E Deck	3,478	2,068
	University District Deck	1,698	2,154
Sales of Discount Coupons		0	200
Number of Citations Issued	(Includes Warnings)	60	175
Number of Late Payment Notifications		30	15
Number of Cars Booted		0	0
Peak Occupancy (%)	A & E Deck	81% (Fri @ 10 pm)	91% (Sun @ 4 pm)
	University District Deck	70% (Thur @ 4 pm)	70% (Thur @ 4 pm)

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	0
Fire	2	4
Human Resources	0	0
Light	1	2
Parks & Engineering	0	0
Police	8	5
Public Works	3	10
Wastewater	2	2
Water	3	2
Weekly Totals	19	25

CMG data represents completed work orders for any size repair. The repairs can include smaller items such as windshield wiper and headlight replacements to larger items such as hydraulic system rebuilds or transmission replacements. Repairs in progress will only be reported when complete.

SNOW COSTS

Storm No.	Date	Labor	Overtime	Totals
1	11/26/14	\$4,450	\$905	\$5,354
2	01/04/15	\$0	\$285	\$285
3	01/06/15	\$4,008	\$2,843	\$6,851
4	01/12/15	\$3,254	\$2,455	\$5,709
5	01/14/15	\$1,627	\$30	\$1,657
6	01/21/15	\$1,906	\$1,081	\$2,986
7	01/23/15	\$0	\$13,328	\$13,328
8	01/25/15	\$4,515	\$14,270	\$18,786
9	01/29/15	\$1,724	\$5,076	\$6,800
10	02/01/15	\$1,896	\$4,570	\$6,465
11	02/14/15	\$0	\$3,089	\$3,089
12	02/16/15	\$2,139	\$12,752	\$14,891
13	02/18/15	\$698	\$2,446	\$3,144
14	02/21/15	\$1,650	\$22,529	\$24,179
Totals		\$13,339	\$6,518	\$113,525
Salt				\$191,383
Vehicle & Equipment Repairs				\$84,087
Other Operating Supplies (shovels, ice melt, etc.)				\$9,561
Total Expenses				\$398,557
FY15 Snow Budget				\$358,900
Budget Balance				-\$39,657

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Problem Areas. Recent call-outs included:

- Thur. 2/19 - Hamilton Blvd. - Lines arcing; slack was removed from the service wires. Time Out: 21.2-22.5
- East Wilson Blvd. (area of) - Miss Utility locate; emergency locate for Hagerstown Water Department to make repairs to water main break. Time Out: 23.3-23.8
- 257 Garrett Street- Miss Utility locate; emergency locate for Columbia Gas to make repairs to a break in the gas line. Time Out: 23.8-0.2

- Fri. 2/20 - 900 Pennsylvania Avenue- Miss Utility locate; emergency locate for Hagerstown Water Department to make repairs to a water main break. Time Out: 21.9-22.5
- 200 East Magnolia Avenue- Miss Utility locate; emergency locate for Hagerstown Water Department to make repairs to a water main break. Time Out: 0.6-1.2

Distribution: Recent activity included:

- Metering Staff received no high bill complaints this week.
- Line crews continue trimming trees in various residential locations.
- Staff began feeder inspections for Fairgrounds Substation.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
8	1	2	0

Engineering Staff worked on the following projects:

- Engineering staff completed multiple permit reviews and service upgrade requests.
- Engineering staff continued to perform streetlight facility additions to the electric model in the GIS environment.
- The Staff Engineer and Substation Technician continued work on routing and design for Fiber Optic SCADA communications for HLD substations.
- The Staff Engineer met with Engineering/Parks & Rec. to facilitate an upgrade of their electrical services at the Fairgrounds Grandstand building.

Administration

- Staff is in the process of finalizing the composition of the bid specification for the new roof on the HLD facility. This project encompasses replacement of 65,000 square foot area of EPDM membrane, new gutters, downspout, flashing, insulation, and other materials as required.

WATER DIVISION

Plant Flows - System Demand (MGD)

Date	Willson	Breichner	Total
2/19/15	12.50		12.50
2/20/15	12.80		12.80
2/21/15	12.60		12.60
2/22/15	13.51		13.51
2/23/15	13.70	.414	14.11
2/24/15	13.22	.265	13.48
2/25/15	12.70	.285	12.98
Average			13.14

Water Production at RC Willson

- Operations

- Routine cleaning
- Routine PMs

◇ Many leaks have caused us to be at full capacity.

- Maintenance

- R C Willson – Routine PMs

- Instrumentation

- R C Willson – Working on the valve network
- Breichner Plant – Working on the CL17
- Breichner Plant – Working on the new air scour flow meter

Water Production at Breichner

- The Edgemont Reservoir is currently at -10.4'; the bypass is open and the hydrant is closed. The plant was operated on 2/23-25 due to the high demand.

Water Distribution

- Distribution crews are working throughout the system performing customer service as needed. With the cold, our focus is on thawing frozen services & meters. We also repaired leaks on Wilson Boulevard, two on Pennsylvania Avenue, Mealy Parkway & East Irvin Avenue.

Laboratory

- Collected NH3/TKN sample from the river and the Willson plant.
- Completed monthly check of colorimeter.
- Completed monthly check of distilled water.
- Updated POE spreadsheet.
- Updated field sampling data spreadsheet.
- Collected weekly TOC on Potomac River.
- Collected weekly THM/TOC samples on the Willson plant.
- Process and regulatory testing was routine for the week.

Engineering

Reviews:	<u>City</u>	<u>County</u>
Building Permit	9	

- Staff met with a Distribution Meter Reader regarding water services at the Wastewater Division.
- Final review and approval of the construction drawings was completed for the last sections (7 & 8) of the Westfields subdivision.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, Feb. 18, 2015	6.22	0.00
Thursday, Feb19, 2015	6.20	0.00
Friday, Feb 20, 2015	6.02	0.00
Saturday, Feb 21, 2015	6.05	0.00
Sunday, Feb 22, 2015	6.58	0.10
Monday, Feb 23, 2015	6.68	0.00
Tuesday, Feb 24, 2015	6.63	0.00
Weekly - Avg. Flow / Total Rainfall	6.34	0.10
Monthly – Avg. Flow /Total Rainfall	6.56	0.43

Miscellaneous

- Disassembled #1 grit classifier and removed broken driveshaft assembly.
- Repaired broken (frozen) piping on fermenter scrubber.
- Started replacing defective breakers on bar screen.

- Troubleshoot pneumatic valve actuators on skid and replace solenoid valves.
- Routine maintenance (MP2 Program) Corrective Work Orders.

Wastewater Collection

Collection System Maintenance Task

- Grinder Pump call at 11320 Eastwood; could find no issue with pump, owner to call if pump alarms again.
- Grinder calls at 20110 Mt. Aetna, 11125 Eastwood Dr & 11020 Eastwood; frozen discharge assembly's, thawed and installed freeze blankets.
- 11040 Eastwood & 11106 Eastwood replaced pump cores.
- Blockage call at 22 Mulberry, 20 inch diameter main was flowing and cleanout at wall was empty.
- Blockage call at 341 Mill St, public sewer ok.
- Checked Pumping Stations 3, 4, 5, 6, 7 & 8; no issues.
- Picked up camera from Rausch.
- New boom to body suction hose on unit 528.
- Fabricated steel plate and welded on unit 560 to prevent hydro hammer from damaging boom.
- Investigated 11515 Dellwyn Drive, found clean out under blacktop in driveway, will CCTV when weather is warmer.

Administration

Wastewater Division – Customer Call Log Summary 2014/2015							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	3	5	1	0	0	4	13
YTD 2015	14	19	4	0	0	10	47

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

Engineering

- Staff is working with County Engineering to resolve details of the Pump Station # 8 access road and fence/gate restoration on the Robinwood Corridor II project.

Wastewater Laboratory

- Received and reviewed results for this year's WET testing. There were no issues with either toxicity or toxic chemicals.
- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.

Respectfully submitted,

 Bruce Zimmerman
 City Administrator