



2022 ANNUAL REPORT

PUBLIC  
WORKS  
DEPARTMENT

## Introduction

The Public Works Department is comprised of Streets, Parks, Cemetery, Pool, Recreation and Traffic Depts and is located at 330 N Cory St. We are responsible for a wide variety of operations throughout our beautiful City and take pride in all that we do.

## Staffing

Department Head: Matt Stoffel

Maintenance Supervisor: Dave Honse

Traffic Control Supervisor: Jason Rayle

Recreation Supervisor: Lisa Mansfield – see separate report

Foreman: AJ Copus

Additional full-time employees: 22 Streets -- 9 Parks -- 3 Cemetery -- 2 Traffic

Additional seasonal employees: (Summer help) 12 Cemetery -- 4 Parks—3 Streets

## Streets

The Streets department is responsible for the maintenance and repair of streets (195.8 miles) and alleys (45 miles). This is done through street sweeping, patching, resurfacing and repairing road cuts, gutter pans, curbs, sidewalks and manholes.

During a winter storm event, we strive to keep our streets free from drifts and as much ice and packed snow as practical, to allow for traffic movement on a safe driving surface. We start by doing the major arteries, fire stations, hospital, ambulance services, and city school areas first. Then moving to secondary roads, followed by residential areas. We used 2,400 ton of road salt in 2022.

We also manage the Sign Shop, street sweeping, tree removal, Tree Committee, leaf pickup, Green Waste Site, American Flags along Main St and Trenton Ave., Downtown banners and maintenance of the Downtown Street Scape. We also have our own mechanic and weld shops, to help maintain our vehicles and equipment.

## Sign Shop

Traffic control devices (TCD) are critical for the safe and efficient flow of traffic. The Federal Highway Administration has published the Manual on Uniform Traffic Control Devices (MUTCD), which provides uniformity and reduces cost of TCDs through standardization.

Our Traffic Commission and Sign Shop follow the TCD guidelines for determining when traffic signage is necessary, for sign placement and pavement marking. We keep premade signs in stock to replace damaged or faded signs and we also purchase blank sign faces to design some of our own signs. For example: our street signs are done in house, by cutting street name out of the vinyl and affixing to a green street sign blank.

During the past year, eight signs and/or crossing improvements were implemented per request and approval by the Traffic Commission. We also have a Maintenance Program, where we fix or replace signs that have been vandalized, are missing or have become faded due to weather. Between this program and reports from the general public, we replaced/repaired an additional 412 signs.

The street painting program involves center lines, lane lines, edge lines, parking stalls, handicap stalls, stop bars, crosswalks, curbs, turn arrows, and directional wording such as “Only” and “School”. We add glass beads to the surfaces of the paint while it is still wet, to make the traffic lane lines more reflective at night. This is done as a one-unit operation.

This year we started using Thermoplastic Material, which is cost effective for high traffic areas, lasting 6 to 8 times longer than paint. The product is 125 mm thick, with glass beads evenly mixed in the material and placed on top, creating optimal reflection, which lasts the lifetime of the material. The material along with the glass beads, makes it easier to see during the day and at night. In addition, the Thermoplastic Material has a simple application process using a heat torch, so there is no expensive machinery needed.

Funding for traffic paint, thermoplastic material, glass beads, barricades, cones, signs and post, come out of both the Street and the SCM&R Highways budgets, which is funded by a percentage of money derived from motor vehicle registrations and the gasoline excise tax.

### **Green Waste Site**

The Green Waste Site provides a place for city residents to dispose of green waste, such as yard clippings, leaves and fallen tree limbs. We recycle these items into mulch and compost, which is available for purchase by the general public. This year we sold \$4,352 in mulch and \$3,201 in compost.

The site is open the first two weeks of January for Christmas tree disposal and to drop off of any leaves that may have fallen after we closed for the season. The first Tuesday in April, the site opens for the summer and runs Tuesdays through Saturday (Excluding major Holidays) and usually closes the first Saturday in December.

### **Leaf pick-up**

Residents were asked to collect their leaves in biodegradable paper bags and place them curbside, to be picked up starting the week of November 14<sup>th</sup> and ending Friday, December 2<sup>nd</sup>. Our crews then went through the neighborhoods collecting them.

### **Street Sweeping**

Regular street sweeping doesn't only keep our City looking nice, but is a cost-effective way of keeping debris, sediments, trash and vegetation from accumulating in our storm sewers and on our streets, which ultimately ends up in our storm drains. Our street sweepers collected 816 cubic yards of dirt.

## Events

Our department helped with 14 special events that required setup preparation. Before and after these events, we run our Street Sweeper through the area, deliver, erect and then remove barricades that are used in maintaining traffic, by blocking off roadways and parking lots.

Every year, a list is provided to the Mayor of potential Christmas Trees. This year we have Jim and Bonnie Albert to thank for the beautiful tree and to Miller Rigging for assistance in getting the tree to Dorney Plaza. Our Mayor, partnered with the Community Foundation and 300 ornaments were decorated by community members, during the Art Walk. These decorations were put on our tree along with 126 colored ornaments, thousands of lights and 38 snowflakes. The topper on the tree was made and designed by Findlay High School students in 2021.



## Key Activities & Accomplishments - Streets

The following is a list of Streets and Drives that we repaved, replaced or repaired:

- Leisure / 3<sup>rd</sup>
- Bluestone
- Manorhill Patch
- Cobblestone along gutter
- Bristol
- Byrnwyck
- Silverstone
- Heartherwood
- Penbrooke

- Foxrun Dr
- N. Blanchard / Center Patch
- Glenwood / Jennifer CDF
- McManness Patches
- Park St
- Carey Ave
- Lima Ave / Western Patches
- South / East of Fishlock
- Cresthaven
- W Sandusky Glessner to 75
- Howard St edge
- Gayle Ln CDF
- E. Lima Drives
- W. Pine Drives / alley approaches
- 20<sup>th</sup> St

Alley's (75) repaired in the following areas, using 1 inch of asphalt or tar and chip:

3,174 tons of blacktop used to repair 27,223 ft of alleyways, and 1417 of tar.

- E Foulke east of tracks to George
- Washington St. / River St
- Western Ave to Apple Alley
- Glenwood School North
- Howard St @ Stoney North
- Davis north to Fox
- Broad Ave East and West
- Broad to Fox
- South between Lincoln / Fishlock
- Madison / Morey / Monroe
- 130 Laquino
- Timberstone / Milestone – tar and chipped
- Madison / Monroe
- George / Laquino

- Laquineo / Larkins
- W. Pine
- 607 Central
- 1315 N. Blanchard / Crystal
- Washington / Park / Star
- Lane area
- Franklin / Cory / Howard
- Dominos / Findlay / 201 1<sup>st</sup>
- 1930 Park / Findlay St
- Glendale / 3<sup>rd</sup> / 1<sup>st</sup> / Hancock
- 329 E Sandusky
- 865 Maple
- Glessner / Portz / W Sandusky

Concrete repaired / replaced:

- Replaced/repared 457 linear feet of curb
- Replaced 2,539 ft of sidewalks

We did 73 asphalt patches and 16 concrete patches for the Water Shop and 10 patches for Sewer.

### **Parks Department**

The Parks Maintenance Department is responsible for the maintenance, repair and improvements of the (21) City owned parks, grounds, buildings (shelter houses) and equipment including the Riverside Pool, the 24 ball fields including those at the Cube, the 26 soccer fields, 8 Pickle Ball courts, 2 Tennis Courts and the Skate Park. Our Crews are also responsible for getting Shelter Houses' ready for rental and cleaning after each use, trash removal of all the trash generated in the Parks and mowing all Parks, overpasses, unimproved City owned properties, annexed cul-de-sacs, flood properties. They also do snow removal from sidewalks on overpasses, bridges, City- owned properties and Downtown sidewalks on Main St. from the Blanchard River to Lincoln St.

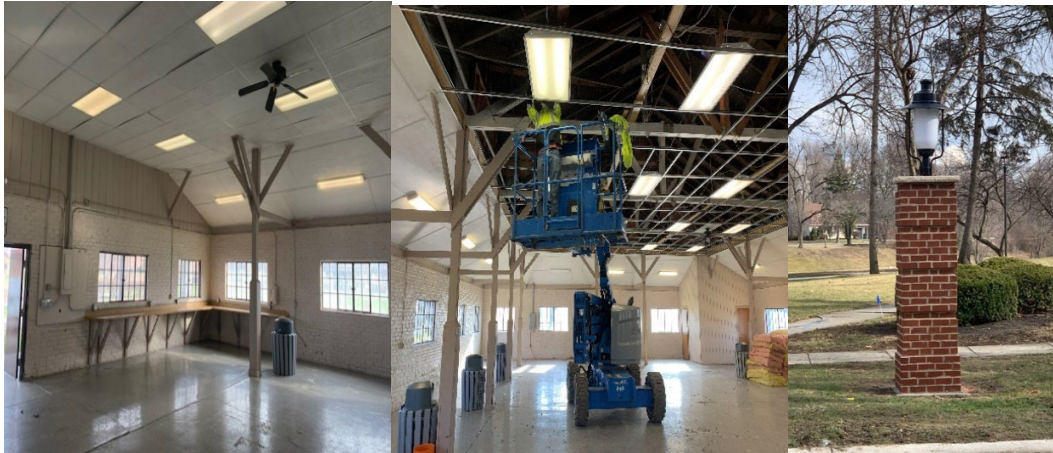
When time permits, our Parks crew assist other City Department with maintenance problems dealing with construction, plumbing and electrical.

### **Key Activities & Accomplishments - Parks**

- Band Shell restoration – continued
- Installed cameras in various parks



- Updates on Shelter House 15 which included sidewalk around the building-new counter tops-took out drop-down ceiling and sandblasted beams-updated electric and lighting
- Repaired one brick column at Riverside Park and rebuilt another-then put lights on top. Taking them back to their original state.
- Update bathrooms at Riverside and Emory Adams



## City Pool

Our Parks Crew take care of the Pool maintenance, chemical mix, The City pays the YMCA to actually run the pool.

### Key Activities & Accomplishments - Pool

- Repaired pool pump
- Rec pool was sandblasted and painted
- Replaced lighting
- Repaired sound system
- Replaced water lines in basement
- Repaired pool vacuum
- Replaced pool ladder steps
- Installed hand washing sink



### Recreation Maintenance and Recreation Function (see separate report)

## Traffic Signals Department

The Traffic Signal Department employs a supervisor, a Traffic Signal Electrician II, and a Traffic Signal Electrician Assistant II. We have a 2022 Dodge Ram 2500, a 2016 F550 36' bucket truck, and a 2020 F 550 45' bucket truck.

### 2022 Maintenance responsibilities include:

- 96 – Signalized intersections
- 1 – Flashing crosswalk signal
- 2 – 4-way flashing stop signals
- 6 -- 20 MPH school flashers
- 3 – Stop ahead flashing beacons
- 3 – Emergency vehicle exit signals
- 6 – RRFB Flashing beacon pedestrian crossings
- 149 – Downtown street lights
- 16 – Civil defense sirens

### 2022 Maintenance reports for service to date

- 300 - Requests for service
- 30 -Traffic signals reported in flash
- 15 - Callouts
- 31 - Signal LED fixtures replaced
- 56 - Reports of vehicle detection problems
- 16 - Reports of pedestrian detection problems
- 19 - Reports of Opticom problems
- 21 - Reports of accidents involving traffic signals
- 100 - Miscellaneous reports of traffic signal malfunctions
- 14 - Street light fixtures worked on
- 10 - Work for other departments
- 1 - Civil defense sirens worked on

### 2022 Annual Maintenance

- 135 – Conflict monitors tested and certified
- 96 – Overhead and ground traffic signal inspections completed
- 21 – Flasher, beacons, crosswalks and emergency vehicle signal inspections completed



## 2022 Intersections improvements

New Traffic signals – includes poles, underground conduit, signals, wire, cabinet and equipment

- Main St & Main Cross St
- Main St & Sandusky St
- Main St & Lincoln St

Traffic signal equipment upgrade – includes signals, wire, cabinet and equipment

- CR 236 & Birchwood Ln

Video detection upgrades

- Main St & Fairlawn Pl
- Main St & Pearl St
- Main St & Wallace
- Main St & Eagle
- Tiffin Ave & Bright Rd

Traffic control cabinet replacements

- Tiffin Ave & Bright Rd
- Tiffin Ave & Walmart Dr
- Tiffin Ave & Meijer Dr
- Tiffin Ave & Blanchard St
- Main St & Glenwood Middle school

Replaced all wire and signal hanging hardware

- CR 99 & I-75 NB
- CR99 & I-75 SB

Installed temporary poles and signals at Main Cross St & Cory St due to a truck knocking down the pole on the NW corner.

## 2023 Plans

Full upgrade

- Main St & Hardin St
- Main St & Crawford St
- Main Cross St & Cory St

### Equipment upgrade

- Fostoria Ave & CR 236
- Main St & Eagle St
- Main St & Fairlawn Pl
- Main St & Yates Ave

Repaired minor problems found. Major repairs or equipment upgrades will be addressed in 2023.

### Forestry

Our crews maintain all trees in the city right of ways, Parks, Cemeteries and on other city owned properties. This year 122 trees were removed, our department removes what we safely can (107), then contract out the rest (15). We planted a total of 46 trees of varying varieties, 6 through the Neighbor-woods Program and 12 through Adopt a Tree, 2 Memorial trees at Riverside, 14 replaced in the downtown area, Arbor Day tree at Chamberlin Hill School, the others were planted in the Cemetery and Parks.

We have three employees certified by the ACRT for line clearance. These employees are certified to trim at certain distances to the lower voltage lines. Our crews prune trees, to remove broken and/or hanging limbs or for clearance issues.

### Cemetery

Maintenance responsibilities include:

- Perform cemetery work to include grave layouts, monument placements and burial operations.
- Perform office work to include grave sales, deed transfers, checking inquiries regarding grave availability and assisting funeral directors and memorial companies, as well as the general public with lot location and information.
- Keep accounting of private trust funds and prepare information needed to perform specific care and maintenance of private trust funds.
- Perform development work to include grading, seeding, building landscape beds and road construction.
- Perform grounds maintenance duties to include trash removal, shrub trimming and removal, planting trees and removal of dead trees, snow removal, grading, seeding and lawn chemical application.
- Equipment, vehicle, tractor and trailer repairs and service.

### Key Activities & Accomplishments

- Replaced 9 foundations
- Planted 5 trees

- Removed 9 trees
- Spring and Fall Cleanup
- Trimmed 30 trees
- Chipped sealed some of the roads
- Had perimeter fence installed near east entrance

**MAPLE GROVE CEMETERY  
2022**

<b>DESCRIPTION OF SERVICE</b>	<b>2022</b>
Standard vault graves burial	114
Burial of cremations	73
Entombments (above ground)	
Maple Grove Internments	187
St. Michael's Internments	37
<b>TOTAL NUMBER OF INTERMENTS</b>	<b>224</b>
Sold graves	<b>127</b>
Indigent cremations	10
Disinterment's	
<b>REVENUE DESCRIPTIONS</b>	
Revenue from burials/disinter	\$86,875
Sale of cemetery lots	\$16,050
Miscellaneous Revenue	\$3,823

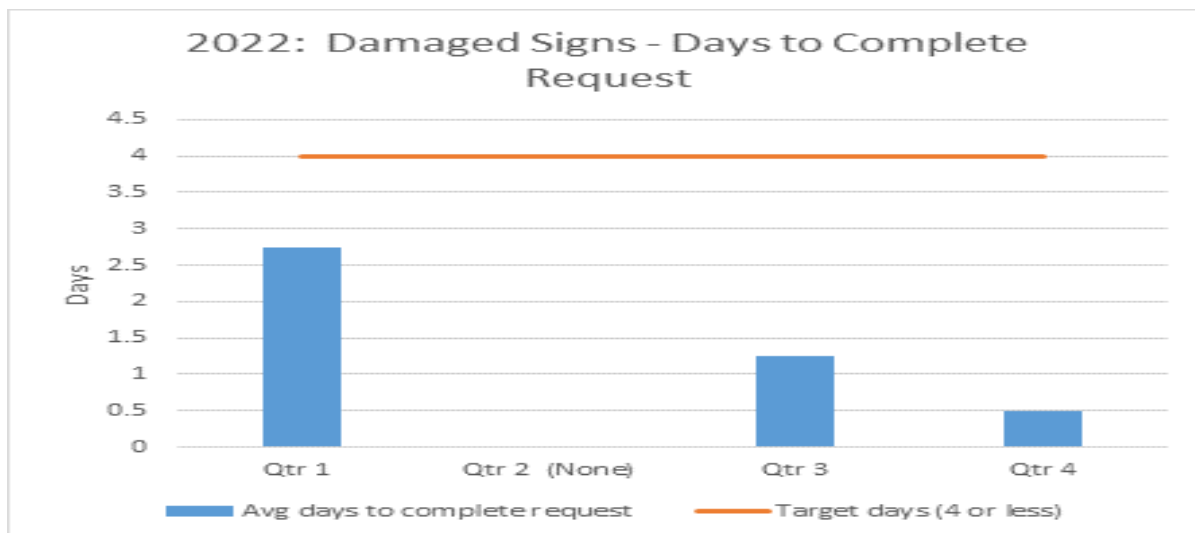
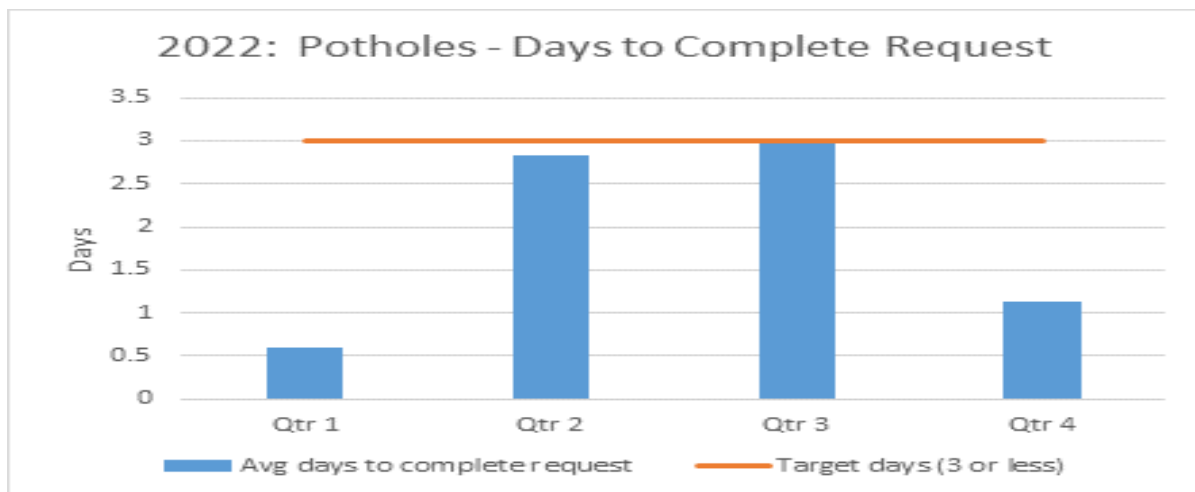
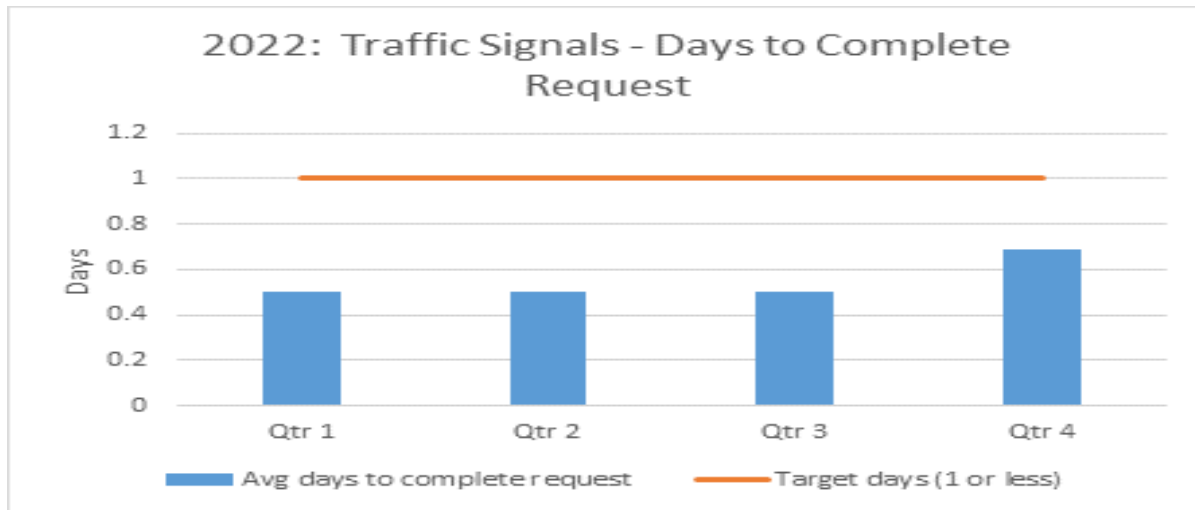
**Public Works Objectives for the Next Year**

- Start construction of new Traffic / Weld shop
- Utilize Hancock Park Grant to fix the mortar joints and seal the brick on the Pool House and grind and Epoxy shower room floors
- Finish shelter 15 with replacing the roof as well as grind and polish the concrete floor
- Relocation of Civitan Park toy to Bernard Park
- Rawson Park Tennis Court upgrades
- Collaborate with Engineering on pavement management

- \$600,000 in Street Preventative Maintenance
- Cemetery street and foundation improvements
- Continue collaboration with all City Departments
- Ongoing maintenance & upgrades: parks and ballfields, cemetery, pool, alleys
- Tree removal and tree plantings
- Traffic signal upgrades
- Operation of Green Waste site
- Milling city streets
- Cemetery street and foundation improvements
- New shop and Traffic building

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**Key Performance Indicators (KPIs)**





# Budget Summary



**Divisions:** Streets  
Signs  
Parks  
Cemetery

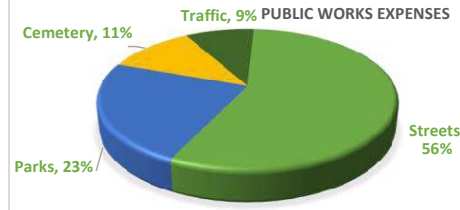
Traffic  
Pool  
Recreation

**PUBLIC WORKS**  
Superintendent Matt Stoffel

FINANCIAL DIVISION	BUDGET		2020 ACTUAL	2021 ACTUAL	2022 ORIG BUD	2022 PROJECTION	2023 REQUEST	\$ change 2023/2022 BUDGET	% change 2023/2022 BUDGET	
	SCM&R - Streets	Personal Services		\$ 1,744,760	\$ 1,846,474	\$ 1,939,040	\$ 1,934,697	\$ 2,150,522	\$ 211,482	10.91%
		Other		\$ 433,146	\$ 1,011,423	\$ 784,783	\$ 1,966,360	\$ 786,688	\$ 1,905	0.24%
	Parks	Personal Services		\$ 791,139	\$ 793,423	\$ 971,418	\$ 860,111	\$ 970,360	\$ (1,058)	-0.11%
		Other		\$ 129,806	\$ 283,898	\$ 231,274	\$ 278,040	\$ 249,517	\$ 18,243	7.89%
	Cemetery	Personal Services		\$ 331,342	\$ 307,025	\$ 469,686	\$ 470,794	\$ 477,021	\$ 7,335	1.56%
		Other		\$ 69,218	\$ 77,033	\$ 119,215	\$ 168,725	\$ 116,442	\$ (2,773)	-2.33%
	SCM&R - Traffic	Personal Services		\$ 277,138	\$ 292,882	\$ 326,659	\$ 304,637	\$ 340,114	\$ 13,455	4.12%
		Other		\$ 121,944	\$ 229,241	\$ 137,631	\$ 127,709	\$ 126,202	\$ (11,429)	-8.30%
	<b>TOTAL</b>			\$ 3,898,493	\$ 4,841,398	\$ 4,979,706	\$ 6,111,073	\$ 5,216,866	\$ 237,160	4.76%

**BUDGET HIGHLIGHTS**

- Personal services include 6% wage increase,
- Anticipate some promotions and realignment of employees
- Other increases include Fuel and Maintenance cost
- Increase in small equipment due to transition to VHF radio system



**STAFFING**

	2020	2021	2021	2022	2023
SCM&R - Streets	24	24	24	24	24
Parks	8	9	9	9	9
Cemetery	3.5	2.5	2.5	4	3
SCM&R - Traffic	3	3	3	3	3

**2022 CAPITAL IMPROVEMENT HIGHLIGHTS**

- \$600,000 in Street Maint
- Traffic light upgrades
- Cemetery Fence
- Shelter 15 upgrades

**2022 ACHIEVEMENTS**

- Complete Cemetery fence project
- Continue replacing held stone foundations
- Traffic Dept performed upgrades to 14 intersections
- Street Department Capital included:
  - Paving 75 alleys = 5 mile
  - Paving of 5 streets
  - 2000 ton of patch work and CDF repair
  - Replacement of 2500 ft of walk
  - Replacement of 450 ft of curb
- Various Park improvements throughout the City
- Utilized Hancock Park Grant for the repair of the exterior brick on Shelter 15
- Other upgrades to Shelter 15 include:
  - Sand blasting and sealing of the interior
  - Installation of new lights and windows
  - New concrete around the entire shelter
- Installation of cameras to Emory and Riverside to increase security

**2023 OBJECTIVES**

- Start construction of new Traffic / Weld shop
- Utilize Hancock Park Grant to fix the mortar joints and seal the brick on the Pool House and grind and Epoxy shower room floors
- Finish shelter 15 with replacing the roof as well as grind and polish the concrete floor
- Relocation of Civitan Park toy to Bernard Park
- Rawson Park Tennis Court upgrades
- Collaborate with Engineering on pavement management
- \$600,000 in Street Preventative Maintenance
- Traffic signal upgrades to 6 intersections
- Cemetery street and foundation improvements
- Continue collaboration with all City Departments

OPERATIONAL AND

