



# City of Findlay

Lydia Mihalik, Mayor

## PUBLIC WORKS DEPARTMENT

Matt Stoffel, Superintendent

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Paul Schmelzer  
Service/Safety Director

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To Honorable Mayor and City Council:

Matt Stoffel, Public Works Superintendent, is in charge of the City of Findlay, Public Works Department, which is located at 330 N. Cory St.

The Public Works Department oversees the operations of the Street Department which employs 22 including the Public Works Superintendent, one Street Maintenance Supervisor, and one clerical position; the Parks Department employs two; the Traffic Lights Department employs two; the Cemetery which employs two full-time and one part-time clerical employee.

### **Street Department**

The Street Department is responsible for maintaining street right-of-ways, snow removal, concrete curb repairs, alley ways, installation and maintenance of streets signs, painting of all traffic lane lines, tree removals, and any miscellaneous projects that is required of the department.

We inspect and repair damages of all Police Department accident reports that involve city property within the street right-of-ways. Cost of repairing or replacing the damages is then billed to the insurance company or the driver as cited by the Police Department. The damages may include guardrail, curb, lawn strips, trees on the city property, fences, and street signs and posts.

The Street Department maintains a Green Waste Dump Site. At this site residents can drop-off Green Waste which consists of things like leaves, shrub clippings, and fallen tree limbs. The leaves are separated from the other green waste items, ground up, and composted. The leaf compost, along with the natural wood mulch is available for purchase.

The road salt that was purchased in 2013 for use on city streets totaled 593 tons at a price of \$26,838. In addition to the use of road salt the Street Department also uses a salt additive. This additive is sprayed onto our road salt making it more effective in colder temperatures. As well, the additive can be mixed into the salt brine to be used as a pre-treatment with impending storms. When plowing and salting of city streets, we do the major arteries, fire stations, hospital, ambulance services, and city schools first. We then start on the secondary roads followed by residential areas.

In 2013 the Street Department resurfaced 11 roadways, paved two alleys, and 14 patching of larger road areas. A total of 4,257 tons of asphalt, at a cost of \$261,691 was used to resurface the roadways as well as fill in around new curbs and for small patchwork in the most serious areas of disrepair.

The Street Department performed curb, gutter, and sidewalk repairs. A total of 564 cubic yards of concrete was poured, at a price of \$70,120.

During the past year 9 signs were installed per the request and approval of the Traffic Commission. A total of 353 signs were replaced due to our maintenance program and reported signs being damaged or missing by the public. These signs are replaced due to damages caused from vandalism, missing signs, and signs that become faded due to weathering.

The street painting program involves all center lines, lane lines, edge lines, parking stalls, handicap stalls, stop bars, crosswalks, curbs, turn arrows, and directional wording such as "Only" and "School". A total of 1,220 gallons of white paint and 1,725 gallons of yellow paint were needed for the 2013 painting season. For the traffic lane lines to be more reflective at night, we add glass beads to the surfaces of the paint while it is still wet. This is done as a one-unit operation. A total of 11 tons of Ohio Specification glass beads were used. Forty percent of the traffic paint is paid out of the SCM&R Highways budget, which is a percentage of money derived from motor vehicle registrations and the gasoline excise tax. The remainder is paid out of the Street Department budget. The total cost of paint was \$26,941.

We are required by the Ohio Manual of Uniform Traffic Control Devices to use sign faces that are standard. These are ordered and assembled on aluminum blanks and then put in our stock. We then use these signs as needed at a later date. Miscellaneous signs are laid out and cut out by the Panther vinyl cutter and affixed to the aluminum blanks by hand for special projects.

Each year a list of pine trees is submitted to the Mayors' Office to be used as a donation for the city Christmas tree. After inspecting all trees that are submitted, one is then selected. Public Works Maintenance Workers with assistance from Sewer Maintenance, cut down the tree, haul it to the municipal building, set it in place, and decorate it in Dorney Plaza.

In 2013, 106 special events required setup preparation. Before and after these events we deliver, erect, and remove barricades and concrete drums to be used in maintaining traffic by blocking off roadways and parking lots. We then take the Street Sweepers out to sweep the streets and parking lots where the events occur usually before and after each event.

During the fair season 40 "Temporary No Parking" signs were installed on side streets around the fairgrounds for traffic control purposes. This year additional temporary signage was needed to make Fishlock Ave. a One-Way street during the fair.

Portable stop signs on stands are used for emergency traffic control due to power failure to traffic lights. These portable signs eliminate the driving of signposts, mounting of stop signs, and release the police officer from the location in a timely manner.

The following jobs were performed and completed by this department with the appropriate departments paying for the materials needed:

#### Water Distribution:

We supplied the labor and equipment for repairs to various street and driveway openings that were caused from water leaks and new service installations. We also did resurfacing work at the City Reservoir ramps & parking areas.

### Water Pollution Control:

We supplied the labor and equipment for repairs to streets that were damaged due to sewer problems.

### Cube

Field drainage on ball fields at the 5-plex, concrete repairs, and tree plantings

We will also be working on various jobs for the City Engineers Office, curb work, tar & chipping of alleys, along with our regular yearly work and any other projects that may arise.

### **Parks Department**

The Parks Maintenance Department is responsible for maintaining all Municipal Park grounds, buildings, and equipment, as well as the maintenance of the Riverside Pool. In seasonal slow periods they assist the Street Department with snow plowing and miscellaneous Municipal projects.

They are responsible for seasonal mowing of all Municipal Parks; annex cul-de-sacs, overpasses, and unimproved City owned property, and all flood properties purchased through FEMA. Parks Maintenance employees are responsible for snow removal from sidewalks on bridges, overpasses, and City property. Parks staff is also responsible for pool maintenance, and assisting in special event setups as well as preparing and maintaining all sports fields for baseball, softball, and soccer.

When time permits they assist other City Departments with maintenance problems dealing with construction, plumbing, and electrical work.

### Projects completed in 2013

- Installed shade umbrellas at Riverside Pool
- Installed benches in Riverside Park
- Mulched flowers throughout Riverside Park – Eagle Scout project
- Shelter house roof repairs
- Tree removals and tree plantings
- Fort Findlay repairs and trail signage at Emory Adams walking path
- Neighborhood tree planting in Mound Park

### Forestry Division

In 2013 the City of Findlay maintained the trees in the city right of way parks and other City owned properties. We had our annual Adopt-A-Tree program this year in October. The tree varieties offered were selected by the City and Shade Tree Commission. The City purchased trees to sell to the public for a small fee to replant on the right of way areas of their properties. This is a very successful program that we put on every year. We offered the trees along with planting instructions, watering tube, and mulch that our department produces each year.

This year 150 trees were removed by city crews, while an additional 200 were pruned for clearance issues and to remove broken and/or hanging limbs. 100 new trees were planted.

We assisted the University of Findlay with their Japanese Garden project as well as several neighborhood tree planting projects. We participated in all of the tree commission meetings in 2013 and for the 32<sup>nd</sup> straight year received the Tree City USA award

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. They are also trained in CPR and First Aid.

## **Traffic Signals Department**

Maintenance responsibilities include;

- 82 - Signalized intersections.
- 6 - Hancock County signalized intersections
- 7 - State signalized intersections
- 1 - signalized crosswalks
- 1 - flashing crosswalk signal
- 3 - four-way flashers
- 6 - flashing school 20 mph signals
- 3 - emergency signals
- 3 - Stop Ahead flashing beacons
- 105 - street lights on Main Street
- 5 - street lights on Front Street
- 3 - street lights on Rotary Way
- 12 - street lights on Broadway
- 4 - street lights on Cory Street bridge
- 3 - control stations for the Main Street lights
- 16 - civil defense sirens

2012 Maintenance repairs;

- 262 - reports of signal malfunctions
- 29- traffic signals reported in flash mode
- 9 - emergency call outs for traffic signal problems
- 2 - incandescent signal bulbs replaced
- 38 - LED signal fixtures replaced
- 98 - miscellaneous reports of traffic signal malfunctions
- 17 - street light fixtures worked on for various reasons
- 19 - work orders from other city departments for various electrical issues handled
- 61 - traffic signal equipment reports for repair, replacement, or not repairable
- 27- Reports of damage to traffic signals or street lighting accidents
- 3- civil defense sirens

2013 Intersection Upgrades

- Fostoria Ave. & Bright Rd. - Replaced old control cabinet & equipment. Installed video detection all four directions and replaced old traffic signal cable.
- Trenton Ave. & Broad Ave. - Replaced deteriorating vehicle & pedestrian signals cable. Replaced obsolete control cabinet. Installed video detection all directions in place of deteriorating traffic loops.
- Blanchard Ave. & Trenton Ave. - Total rebuild of old ineffective traffic signals. Installed new mastarms & pole. New pedestrian poles, signals, and ADA buttons. Installed new vehicle

signals, opticom, and video detection. Installed new control cabinet & equipment. Installed new underground conduit and pull boxes.

- N. Main St. & Glenwood School – Installed new signal to fit new drive. Installed new mastarms & poles. Installed new pedestrian pole, signals, and ADA buttons. Installed new vehicle signals, opticom, and video detection. Installed new control cabinet and equipment. Installed new underground conduit & pull boxes.
- Lima Ave. & Lake Cascades Blvd. – Installed video detection for northbound traffic after loop detection failed during construction.
- Bigelow Ave. & Northgate Blvd – Installed southbound video detection after curb replacement interrupted loop detection.
- CR 220 & CR 100 – Upgraded deteriorating intersection with new pull boxes, signal cable, control cabinet, cabinet foundation, traffic control equipment and video detection. Replaced worn balance adjusters and entrance head for the traffic signals. Hancock County Engineers financed and aided in reconstruction of Intersection.
- CR 220 & Whirlpool parking lot – Upgraded deteriorating intersection with new pull boxes, signal cable, control cabinet, cabinet foundation, traffic control equipment and video detection. Replaced worn balance adjusters and entrance head for the traffic signals. Hancock County Engineers financed and aided in reconstruction of Intersection.
- CR 220 & CR 215 - Upgraded deteriorating intersection with new pull boxes, signal cable, control cabinet, cabinet foundation, traffic control equipment and video detection. Replaced worn balance adjusters and entrance head for the traffic signals. Hancock County Engineers financed and aided in reconstruction of Intersection.

## 2013 Annual Maintenance

Annual maintenance consists of testing all intersection, monitors for compliance of NEMA TS1 or TS2 standards. Inspecting all intersection signals, cables, cabinets, poles, conduits, and equipment. Check all intersections for correct operation of pedestrian buttons, vehicles detection, timings, and power. 90 intersections with monitors were tested and passed. 30 spare monitors were tested and passed. 88 of 95 intersections had overhead inspections done. 67 of 95 intersections had ground and cabinet inspections completed. All flashers, crosswalks, and emergency signals had inspections completed. During inspections several problems were found and either corrected at that time, or will be corrected in the future.

## Cemetery Department

Maintenance responsibilities include;

- Perform grounds maintenance duties to include trash removal, shrub trimming and removal, snow removal, equipment maintenance, grading, seeding and lawn chemical application.
- 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 equipment, vehicle, tractor and trailer repairs and service.

<b>DESCRIPTION OF SERVICE</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>
Maple Grove			
Standard vault graves	107	102	100
Infant vault graves	1		
Burial of cremations	36	40	32
Entombments (upground vaults)			1
Indigent vault grave			
Indigent cremation	3	4	6
Indigent cremation-no open/close	(1)	(4)	(4)
<b>Maple Grove Internments</b>	<b>147</b>	<b>146</b>	<b>139</b>
<b>St. Michael's Internments</b>	<b>39</b>	<b>44</b>	<b>42</b>
<b>TOTAL NUMBER OF INTERMENTS</b>	<b>186</b>	<b>190</b>	<b>181</b>
<b>DISINTERMENTS</b>	<b>2</b>	<b>0</b>	<b>5</b>
<b>DEED TRANSFERS</b>	<b>20</b>	<b>16</b>	<b>4</b>
<b>SOLD GRAVES</b>	<b>96</b>	<b>67</b>	<b>77</b>

**REVENUE DESCRIPTIONS**

Revenue from burials/disinter	\$82,450	\$79,150	\$79,600.00
Sale of cemetery lots	\$13,675	\$9,700	\$10,550.00
Miscellaneous Revenue	\$2,685	\$2,348.00	\$2,092.00

Respectfully submitted,

Matt Stoffel  
Public Works Superintendent