



City of Findlay

Lydia Mihalik, Mayor

PUBLIC WORKS DEPARTMENT

Matt Stoffel, Superintendent

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Paul Schmeizer
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 four; 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 2014 for use on city streets totaled 2,345 tons at a price of \$132,128. 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 2014 the Street Department resurfaced seven roadways, paved three alleys, and patched 18 larger road areas. A total of 2,708 tons of asphalt, at a cost of \$161,262 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. Crack

seal work was also performed to extend the life of roadways, the crack seal work covered 8.12 lane miles.

The Street Department performed curb, gutter, and sidewalk repairs. A total of 435 cubic yards of concrete was poured, at a price of \$31,682.

During the past year 11 signs were installed per the request and approval of the Traffic Commission. A total of 229 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 820 gallons of white paint and 1,555 gallons of yellow paint were needed for the 2014 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 \$21,690.

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 2014, 115 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.

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.

Cemetery

Asphalt work on roadways throughout the Cemetery. Concrete work including new foundations for head stones.

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 2014

- Installed pool slide at Riverside pool, built shelter house inside pool area, and repainted small pool
- Upgrade Skate Park in conjunction with Eagle Scout project
- Shelter house roof repairs
- Tree removals and tree plantings
- Top dressed Rawson Field, Cooper Field, Riverside Field, and Swale Fields with clay ball diamond material
- Neighborhood tree planting in Sherman Park
- Replaced outfield fence on Cooper Field and repaired other outfield fences
- Installed new swing set in Riverside Park
- Installed new sound system and repainted Bandshell
- In conjunction with Lowe's Distributions Community Day, replaced all mulch throughout Emory Adams Park, and sealed entire fence area around playground

Recreation Maintenance

This past year the Parks Department took over the outside maintenance of The Cube. This includes all field maintenance of The Marathon Diamonds, playground, and all exterior functions.

Projects completed in 2014

- Top dressed fields with clay ball diamond material

- Top dressed warning tracks in outfield of diamonds
- Tree plantings
- Upgraded landscape
- Mulched playground, and around all buildings
- Concrete work
- Painting parking stall in parking lots
- Sign work
- Football field maintenance
- Drainage tile maintenance
- Restructure all field maintenance and storage maintenance
- Ice Removal for offseason

Forestry Division

In 2014 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 105 trees were removed by city crews, while an additional 325 were pruned for clearance issues and to remove broken and/or hanging limbs. 30 new trees were planted.

We participated in all of the tree commission meetings in 201 and for the 33rd 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

2014 Intersection Upgrades

- Fostoria Rd & Plaza St -- Full Replacement of spanned intersection with 8 inch signals. Installed new mast arms & poles, new pedestrian poles, signals, and ADA push buttons. Installed new underground conduits, and pull boxes. Installed new vehicle signals, video detection, and opticom emergency vehicle detection. Installed new control cabinet, equipment, and cable. Installed new radio equipment, and antenna. Added left turn lanes and signals for East/West traffic.
- Trenton Ave & North Ridge Rd -- Full replacement of intersection due to US224 bridge replacement/widening. Installed new mast arms & poles, pedestrian poles, signals, and ADA push buttons. Installed new underground conduits, and pull boxes. Installed new vehicle signals, video detection, and opticom emergency vehicle detection. Installed new control cabinet, equipment, and cable. Installed new radio equipment, and antenna.
- Trenton Ave & NB I 75 -- Full replacement of intersection due to US224 bridge replacement/widening. Installed new mast arms & poles, pedestrian poles, signals, and ADA push buttons. Installed new underground conduits, and pull boxes. Installed new vehicle signals, video detection, and opticom emergency vehicle detection. Installed new control cabinet, equipment, and cable. Installed new radio equipment, and antenna.
- Trenton Ave & SB I 75 -- Full replacement of intersection due to US224 bridge replacement/widening. Installed new mast arms & poles, pedestrian poles, signals, and ADA push buttons. Installed new underground conduits, and pull boxes. Installed new vehicle signals, video detection, and opticom emergency vehicle detection. Installed new control cabinet, equipment, and cable. Installed new radio equipment, and antenna.
- Blanchard St & Crystal Ave -- Full Replacement of spanned intersection with 8 inch signals. Installed new mast arms & poles, new pedestrian poles, signals, and ADA push buttons. Installed new underground conduits, and pull boxes. Installed new vehicle signals, video detection, and opticom emergency vehicle detection. Installed new control cabinet, equipment, and cable. Installed new radio equipment, and antenna.
- N Main St & Bigelow Ave -- Full Replacement of spanned intersection with 8 inch signals. Installed new mast arms & poles, new pedestrian poles, signals, and ADA push buttons. Installed new underground conduits, and pull boxes. Installed new vehicle signals, video detection, and opticom emergency vehicle detection. Installed new control cabinet, equipment, and cable. Installed new radio equipment, and antenna.
- N Main St & Lexington St -- Full Replacement of spanned intersection with 8 inch signals. Installed new mast arms & poles, new pedestrian poles, signals, and ADA push buttons. Installed new underground conduits, and pull boxes. Installed new vehicle signals, video detection, and opticom emergency vehicle detection. Installed new control cabinet, equipment, and cable.

Installed new radio equipment, and antenna.

- Tiffin Ave & Plaza St -- Full Replacement of spanned intersection due to Tiffin Ave corridor project. Installed new mast arms & poles, new pedestrian poles, signals, and ADA push buttons. Installed new underground conduits, and pull boxes. Installed new vehicle signals, and video detection. Installed new control cabinet, equipment, and cable. Re used opticom emergency vehicle detection equipment, radio equipment, and antenna.
- Tiffin Ave & Croy Dr - Upgrades to intersection due to Tiffin Ave corridor project. Installed new conduit & pull boxes, pedestrian poles, signals, and ADA push buttons. Installed new control cabinet & equipment, cable, vehicle signals, and video detection. Re used opticom emergency detection equipment, radio equipment, and mast arms & poles.
- Tiffin Ave & Bright Rd -- Upgrades to intersection due to Tiffin Ave corridor project. Installed new vehicle signals, cable, and video detection. Re used poles, mast arms, ped signals, buttons, and control cabinet. Re used radio, opticom, and cabinet equipment. Upgraded control cabinet to used video detection.
- Tiffin Ave & Meijer -- Upgrades to intersection due to Tiffin Ave corridor project. Installed new vehicle signals, cable, and video detection. Re used poles, mast arms, ped signals, buttons, and control cabinet. Re used radio, opticom, and cabinet equipment. Upgraded control cabinet to used video detection.
- Tiffin Ave & Walmart -- Upgrades to intersection due to Tiffin Ave corridor project. Installed new vehicle signals, cable, and video detection. Re used poles, mast arms, ped signals, buttons, and control cabinet. Re used radio, opticom, and cabinet equipment. Upgraded control cabinet to used video detection.
- Tiffin & CR 236 -- Upgrades to intersection due to Tiffin Ave corridor project. Installed new vehicle signals, and cable. Re used poles, mast arms, ped signals, buttons, and control cabinet. Re used radio, opticom, cabinet equipment, and video detection.
- S Main St & Sixth St -- Upgraded intersection due to aging signals, worn out parts, ailing vehicle and ped detection, and deteriorated pull boxes. Installed new concrete pull boxes, vehicle & pedestrian signals, control cabinet, video detection, and signal cable. Re used conduits, poles, mast arms, opticom, and radio equipment.
- N Main & Trenton Ave -- Upgraded intersection due to aging signals, worn out parts, and ailing vehicle detection. Installed new vehicle & pedestrian signals, control cabinet, video detection, and signal cable. Re used conduits, poles, mast arms, opticom, and radio equipment.
- E Sandusky St & Bright Rd - Upgraded intersection due to aging signals, worn out parts, and ailing vehicle detection. Installed new vehicle signals, signal cable, video detection, radio equipment and control cabinet & equipment. Re used mast arms, conduits, pull boxes, and opticom equipment.
- S Blanchard St & E Main Cr St -- Upgraded intersection due to lack of vehicle detection WB and

SB. Installed video detection for WB and SB traffic.

- S Blanchard St & E Sandusky St -- Upgraded intersection vehicle detection due to loops being grounded out for repaving. Installed video detection for EB and WB traffic.
- Bright Rd & Manor Hill Rd -- Installed 2 extra signals because of limited visibility around the curves on Bright Rd.
- Fostoria Rd & Bright Rd -- Installed 2 extra signals because of limited visibility around the curves on Bright Rd
- Bight Rd & Lowes/Meijer Dr -- Installed 1 extra signals because of limited visibility around the curve on Bright Rd
- Lima Ave & L Cascades Pkwy -- Installed pedestrian signals and ADA push buttons for East side crosswalk for bike/pedestrian route.
- Trenton Ave & Broad Ave -- Installed Navigator handicap accessible buttons on the East Crossing for a handicap route.
- Broad Ave & Foulke Ave -- Installed Navigator handicap accessible buttons on the East Crossing for a handicap route.
- Broad Ave & College St -- Installed Navigator handicap accessible buttons on the North Crossing and the West crossing for a handicap route.
- W Main Cr St & Broadway -- Installed a pair of solar powered pedestrian's beacons and signs to cross W Main Cr.
- E Sandusky St & East St -- Removed the signals, equipment, span wire, and cables to enable East St widening.

2014 Annual Maintenance

Annual Maintenance consists of testing all intersection monitors for compliance of NEMA TS1 or TS2 standards using a PCMT-2600 Conflict Monitor Tester. Inspecting all intersection signals, cables, cabinets, poles, conduits, and equipment. Cleaning lenses, equipment, and control cabinets. Checking all intersections for proper operation of pedestrian buttons, vehicle detection, timings, and power.

- 91 intersections with monitors were tested and all passed
- 30 spare monitors were tested and all passed
- 7 of 95 intersections had overhead inspections done
- 7 of 95 intersections had cabinet and ground inspections done
- 0 of 17 flashers, beacons, crosswalks, and emergency signals were inspected

Inspections were not completed because of work load, weather, timing, and or low manning. This

coming year we will be concentrating on maintenance first.

Cemetery Department

Maintenance responsibilities include;

- Perform grounds maintenance duties to include trash removal, shrub trimming and removal, plant trees and removal of dead trees, 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.

DESCRIPTION OF SERVICE	2014	2013	2012
Maple Grove			
Standard vault graves	109	107	102
Infant vault graves		1	
Burial of cremations	49	36	40
Entombments (upground vaults)			
Indigent vault grave			
Indigent cremation	5	3	4
Indigent cremation-no open/close	(5)	(1)	(4)
Maple Grove Internments	163	147	146
St. Michael's Internments	39	39	44
TOTAL NUMBER OF INTERMENTS	202	186	190
DISINTERMENTS	0	2	0
DEED TRANSFERS	6	20	16
SOLD GRAVES	100	96	67

REVENUE DESCRIPTIONS			
Revenue from burials/disinter	\$83,225.00	\$82,450	\$79,150
Sale of cemetery lots	\$14,475.00	\$13,675	\$9,700
Miscellaneous Revenue	\$4,247.00	\$2,685	\$2,348.00

Respectfully submitted,

Matt Stoffel
Public Works Superintendent