

# City of Findlay

Lydia Mihalik, Mayor

PUBLIC WORKS DEPARTMENT

Matt Stoffel, Superintendent  
330 North Cory Street • Findlay, OH 45840  
Phone: 419-424-7181 • Fax: 419-424-7838  
www.findlayohio.com

Paul Schmelzer  
Service/Safety Director

January 30, 2017

To Honorable Mayor and City Council:

The Public Works Department, is located at 330 N Cory St, and is one of the most diversified departments in the City in terms of services provided to the community. Public Works is comprised of the following Departments: Streets, Parks, Cemetery, Traffic Lights, Swimming Pool, SCM & R Highways, Recreation Maintenance and Recreation Function (see separate report).

## **Street Department & Sign Shop**

Overview:

Our Street Department consists of Street Maintenance Supervisor Dave Honse, AJ Copus Foreman and 21 full time employees and several part-time seasonal employees.

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, street signs and posts.

The Street Department also 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 site is open from April through December and is heavily used during Spring and Summer.

Accomplishments:

When we salt the roads we also use 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. This year we used 1,200 ton salt and 11,000 gallons of beet juice/brine to help keep our roads safe.

We maintained or paved 8 lane miles using a total of 5,075 tons of asphalt. That included paving 9 streets, patching 7, asphaltting Swale Park entrance, the Walk Path at Emory Adams and using 500 ton to fill Water Shop holes. Our crews also tar and chipped 85 alleys, 9 streets maintaining around 13 miles of streets and alleys using 65,750 gallons of tar through our Dura-patcher.



The Street Department used 777 yards of concrete. Between our department and working with contractors 3,580 feet of curbs were replaced.

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.

During the past year two signs were installed per the request and approval of the Traffic Commission and 1,120 signs were replaced through either our maintenance program or those reported damaged or missing by the public. These signs are replaced due to damages caused from vandalism, missing signs and signs that became 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”. This year over 2,585 gallons of paint were needed for the 2016 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 nine 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.

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 1080 cubic yards of dirt.

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 Water Pollution Control Maintenance, cut down the tree, haul it to the municipal building, set it in place, and decorate it in Dorney Plaza.

Our department help with over 100 special events that required setup preparation. Before and after these events we deliver, erect and remove barricades and concrete drums that are 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.

In a joint effort between Streets and Water Distribution we had a very successful leaf pick up. Residents were asked to collect their leaves in biodegradable paper bags and place them curbside to be picked up the

week of November 21st and again the week of December 5<sup>th</sup>. A total of 108 loads of leaves were picked up this year.

At the end of our Green Waste season we take the leaves accumulated and move them to an off-site location for the composting process. This year we removed 4,500 yds, using 195 hours of labor and 195 hours of equipment usage.

We work with Water Distribution and Water Pollution Control by supplying the labor and equipment to repair various streets and driveway openings that are damaged by water or sewer leaks. We also work on various jobs with the City Engineers Office doing curb work and other projects as our assistance is needed.

### **Traffic Signals Department**

Our Traffic Division is ran by Supervisor Tom DeMuth along with one additional full time employee.

Maintenance responsibilities include;

- 82 – Signalized City intersections
- 7 – Signalized County intersections
- 7 – Signalized state intersections
- 1 – Signalized crosswalk
- 1- flashing crosswalk signal
- 1- RRFB crosswalk beacon
- 3 – 4-way stop flashing signals
- 6 – 20 mph flashing school beacons
- 3 – Emergency vehicle exit signals
- 3 – stop ahead flashing beacons
- 105 – Street lights on Main St
- 5 – Street lights on Front St
- 3 – Street lights on Rotary Way
- 12 – Street lights on Broadway
- 4 – Street lights on Cory St bridge
- 3 – Street light control stations for Main St lighting
- 16 – Civil Defense sirens

2016 Maintenance reports for service;

- 227 – Maintenance reports
- 33 - Traffic Signals reported in flash mode
- 12 - Emergency call outs for Traffic Signal problems
- 51 - LED signal fixtures replaced

- 31 - reports of vehicle detection problems
- 35 - reports of accidents involving Traffic Signals
- 27 - Miscellaneous reports of Traffic Signal malfunctions
- 17 - street lights fixtures worked on for various reasons
- 5 - work orders for other departments
- 23 - Traffic Signal equipment repair reports
- 9 - civil defense sirens worked on for various reasons

#### 2016 Intersection improvements

- McManness Ave & Center St – this intersection was a spanned with signals hanging from a cable. It had an old used controller that was installed to replace an eletro-mechanical controller that was involved in an accident. It had no pedestrian detection therefore cycled continuously. This intersection was upgraded with all new poles and mast arms, underground conduits and pull boxes, pedestrian and vehicle signals, pedestrian push buttons and signs, emergency vehicle preemption equipment, video detection, cables, controller cabinet and equipment to manage the signals.
- Sandusky St & S West St-- this intersection was a spanned with signals hanging from a cable. It had an old eletro-mechanical controller. It had pedestrian signals for only crossing Lima Ave. There was no detection of vehicles for Lima Ave. This intersection was upgraded with all new poles and mast arms, underground conduits and pull boxes, pedestrian and vehicle signals, pedestrian push buttons and signs, emergency vehicle preemption equipment, video detection, cables, controller cabinet and equipment to manage the signals.
- Lincoln St & S West St-- this intersection was a spanned with signals hanging from a cable. It had an old eletro-mechanical controller. It had no pedestrian signals, push buttons or vehicle detection. It cycled continuously. This intersection was upgraded with all new poles and mast arms, underground conduits and pull boxes, pedestrian and vehicle signals, pedestrian push buttons and signs, emergency vehicle preemption equipment, video detection, cables, controller cabinet and equipment to manage the signals.
- Sandusky St & S West St-- this intersection was a spanned with signals hanging from a cable. It had an old eletro-mechanical controller. It had no pedestrian signals. Not all of the push buttons worked because of bad wires cut into the street. There was no detection of vehicles for Sandusky St and vehicle detection on S West was going bad. This intersection was upgraded with all new poles and mast arms, underground conduits and pull boxes, pedestrian and vehicle signals, pedestrian push buttons and signs, emergency vehicle preemption equipment, video detection, cables, controller cabinet and equipment to manage the signals.
- CR 99 & Distribution Dr.—this intersection is an all new signal that the county had installed. It has all new underground conduits and pull boxes, poles and mast arms that were installed by National Light and Power. The Findlay Traffic Signal Dept. installed the signals, cable, control cabinet and signal equipment, video detection, and emergency vehicle preemption equipment.
- S Main St & Fire station 1—this signal and controller is an old homemade unit. They were having troubles keeping vehicles out of there zone when activated. We installed new signals, cable, control cabinet and signal equipment. We installed a receiver at S Main & Lincoln and S Main & Lima to activate a preemption sequence that stops most vehicles from entering the FFD1 zone on Main Street when activated.
- Sixth St & Hanco signal—we installed a new emergency vehicle hybrid system to take the place of an old eletro-mechanical controller. Installed were new signals, cable, controller cabinet and signal equipment.

- W Main Cr St & Emma/Stanford Pkwy—This Intersection had old signals that were wearing out, timing vehicle detection that was failing. Installed were new vehicle signals, cable, and video detection equipment.
- Bright Rd & Croy Dr. —this intersection had worn out vehicle signals, broken and buried plastic pull boxes, ailing vehicle detection, and was not system ready. Installed were new pedestrian and vehicle signals, cables, controller cabinet and signal equipment, video detection, and concrete pull boxes.
- S Main St & Lima St and S Main St & Lincoln St—Installed receivers and programmed timers for FFD1 emergency exit
- Broad Ave & College St. – this intersection had its WB loop cut during curb replacement. Installed a camera for west bound traffic to the existing video detection system
- Broad Ave & Foulke Ave—this intersection had loop detection for all directions that would eventually become useless after the curb replacement project. Installed a video detection system for all directions.
- CR 99 & Speedway Dr. —installed a new radar detection system for CR 99 to replace the ailing detection on CR 99
- W Main Cr St & Cory St—installed a South bound pole and mast arm for future South bound traffic.

All underground conduits, pull boxes, pole foundations, and the erection of mast arm poles for new and upgraded intersection are installed by an outside contractor. All other work is done by the City of Findlay Traffic Signal Dept.

## 2016 Purchases

- PCMT-8000 Conflict monitor tester—this was purchased to aid in the annual testing of our intersection monitors
- 2016 Transit Van with a medium roof—this van was purchased to replace a 1995 Chevy van.
- 2016 Ford F550 bucket truck- This truck was purchased to replace a 1991 bucket truck. This truck was actually ordered in 2015 but was not received till early 2016.

Annual maintenance consists of testing all intersection monitors for compliance of NEMA TS1 or TS2 standards monitors using a PCMT-2600 and PCMT-8000 Conflict Monitor Testers. These testers get calibrated and certified once a year by the manufacturer. Inspection of all intersection signals, cables, cabinets, poles, conduits, and equipment. Cleaning of lenses, equipment, and control cabinets. Check all intersections for the proper operation of pedestrian buttons, vehicle detection, controller timings, and power. Flashers and beacons are also inspected.

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

No inspections were done this year due to workload vs manpower. Inspections will be done as early in 2017 as weather allows.

We have either corrected the problems found or will be correcting them in the near future.

We contract with outside contractor's to build new intersections and with larger upgrades.

When their schedule allows, they help other departments with electrical needs.

### **Forestry Division**

Our crews maintain all trees in the city right of ways, Parks, Cemeteries and on other city owned properties. This year 154 trees were removed, with an additional 137 trees pruned to remove broken and/or hanging limbs or for clearance issues. A total of 49 trees were planted in our parks and cemetery.

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.

### **Parks Department**

Our Parks Department has 5 full time and 9 part-time (seasonal) help.

The Parks Maintenance Department is responsible for maintaining our (21) parks, maintenance at Riverside Pool, the Shelter Houses, park buildings and equipment. Our park crew is also responsible for mowing all municipal owned parks, annex cul-de-sacs, unimproved City owned property and all flood properties purchased through FEMA. Parks staff assists in special event setups as well as preparing and maintaining 25 sports fields for baseball/softball (including The Cube's) and soccer fields. In the winter months they help the Street Department with snow plowing and are responsible for snow removal from sidewalks on our bridges, overpasses, downtown sidewalks on Main St. from the Blanchard River to Lincoln St. and City owned properties.

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

Projects completed in 2016

- Finished construction on (2) new "Young Miss" field at Swale Park
- Upgrades to restrooms-paint, toilets & hand dryers
- In the process of building a toy at Swale Park
- Mulching all parks
- Top dressed Rawson Field, Cooper Field, Riverside Field, Marathon Field and Swale Fields with clay ball diamond material
- Sealed Riverside Pool parking lot
- Installed new roofs on the garages at Cooper Field and Emory Adams Parks
- Repainted tennis courts at Rawson Park
- Replaced 275 Parking blocks and parking posts
- Park Grant – Shelter house roof repair at Riverside Park

- Riverside Light Project-continued
- Improvements at the Bandshell in Riverside Park-continued
- Cube-Public work employee's installed 4 new Batting cages/helped with grounds and concrete work and installation of toys at Miracle Field. Also new entrance shelter at ballfields.



- Repaved the walking path at Emory Adams



## **Cemetery Department**

The staff at the cemetery consists of 2 full time employees, a part time clerk and 7 part time seasonal employees.

Maintenance responsibilities include;

- Perform grounds maintenance duties to include trash removal, shrub trimming and removal, planting 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.

Projects:

- Removed 6 large hazardous trees, trimmed 30 trees and planted 20 trees in conjunction with the Shade Tree Committee.
- Levelled 150 stones in the old section, poured 100 ft. of new foundation in the indigent section and replaced 75 ft. other foundations.

DESCRIPTION OF SERVICE	2016	2015	2014
<b>MAPLE GROVE CEMETERY</b>			
Standard vault graves	109	96	109
Infant vault graves	4	1	
Burial of cremations	31	55	49
Entombments (upground vaults)		1	
Indigent vault grave	1	1	
Indigent cremation	6	9	5
Indigent cremation-no open/close	(1)	(1)	(5)
<b>Maple Grove Internments</b>	<b>149</b>	<b>162</b>	<b>163</b>
<b>St. Michael's Internments</b>	<b>38</b>	<b>33</b>	<b>39</b>
<b>TOTAL NUMBER OF INTERMENTS</b>	<b>187</b>	<b>195</b>	<b>202</b>
<b>DISINTERMENTS</b>	<b>0</b>	<b>1</b>	<b>2</b>
<b>DEED TRANSFERS</b>	<b>2</b>	<b>11</b>	<b>6</b>
<b>SOLD GRAVES</b>	<b>91</b>	<b>101</b>	<b>100</b>

REVENUE DESCRIPTIONS			
Revenue from burials/disinter	\$79,950.00	\$75,975.00	\$83,225.00
Sale of cemetery lots	\$13,275.00	\$13,550.00	\$14,475.00
Miscellaneous Revenue	\$2,886.76	\$3,199.98	\$4,247.00

Respectfully submitted,

Matt Stoffel

Public Works Superintendent