

Memo

To: Mayor, Council
From: Steve Pyles
cc:
Date: 2/28/23
Re: Administrator's Report

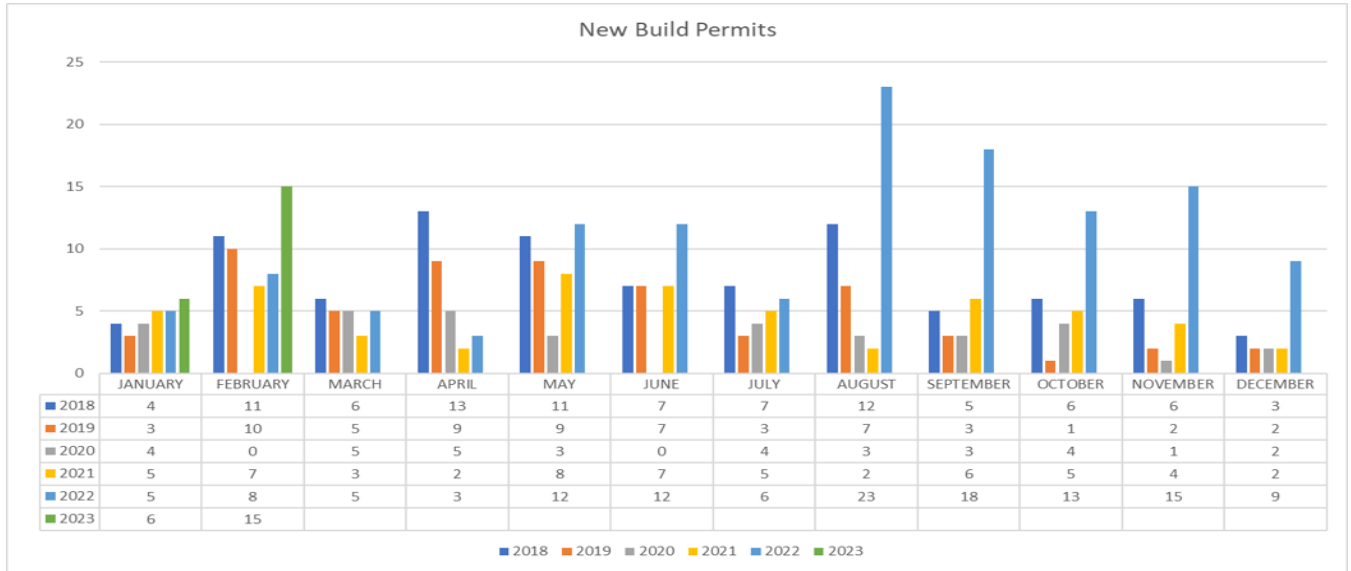
Personnel and Staffing

- Alex Nelisse-Blankenship continued his training. Since our last meeting, we covered minor lot line adjustments, and he will be staffing the Planning and Zoning Commission meeting this week.
- Record, box and plan sorting continues. We also visited the Lion's building and sorted, discovered the records that have been moved there.
- I've been filling in for the Streets Superintendent, meeting with staff in the morning start up from 6:45 – 7:15.. Daryl and I also met with them to discuss projects and get a list for them to start working on. We also met with the full staff to do a space planning exercise for the new building. More information in the Streets section which follows.

Planning and Zoning

- Continued work on resident complaints regarding a business violating the zoning code.
- Six sign permits, four represent Price Ponds sales signs, five occupancy permits, eleven zoning certificates (nine new builds, one solar and one mail kiosk) were issued since our last Council meeting.
- Meetings with developers, trail walk to set path construction limits, preconstruction meeting for Ph2 of Rolling Hills.

February Data:



Odds and Ends

- Daryl and I met with MORPC representatives regarding our membership return on investment.
- We have one more service (gas) to disconnect before demolition of the properties is ready to proceed.
- Asbestos abatement for the demolition homes is completed and we have a certificate of removal.
- The new vac truck – the pipe hunter – has arrived and being used.
- Space planning meetings continue, we met with the service staff to discuss the needs and wants for the new building.
- JR Smith Park planning continues.
- Amber has secured rental bleachers for Memorial Day services at JR Smith.
- The Utility/Fiscal Clerk job description has been reviewed and will be posted in the next week.

Adding the following two departments to my report to provide further information.

Streets

- Weekend trash services of public containers at town square, Freedom, and GRE parks.
- Street light maintenance, we are also working through issues with the pedestrian crossing at Fallen Heroes.
- Baby changing stations were installed in the town hall rest rooms.
- The staff continues to work on identifying missing street signs and those that have reduced reflectivity.
- Jacob Stockmaster has completed his passed his CDL license, which involved book work and an independent test for pre-trip and maneuvering.
- A fallen tree that was in and over the Prairie Run Creek just upstream from the waste water plant entrance was removed to avoid it being swept into the culvert during a flood.
- A staff person was cross trained on operating the wheeled loader and successfully used it for a pallet delivery.

Wastewater

- New employee is getting trained.
- Meeting with CT every two weeks on Friday has resumed to discuss plant upgrades and for them to see how the plant is currently operating. This is being done to refine plans.
- Daily operations of the plant, which includes sampling, adjusting processes based upon results, pressing sludge, sewer inspections of new taps.
- Periodic maintenance including lubrication, cleaning clarifiers, and maintaining equipment.
- Pipe Hunter machine has arrived and the staff has been using it in plant operations and further training.