

# CITY OF CONNEAUT

## OFFICE OF THE CITY MANAGER

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# MEMORANDUM

**TO:** City Council Members/Department/Division Heads  
**FROM:** Douglas L. Lewis, City Manager  
**SUBJECT:** City Manager Update  
**DATE:** May 21, 2007

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**2007 Street Improvement Program:** The Public Works Department was able to complete the milling of Mill Street, Main Street, Depot Street and Clark Street last week. Weather permitting, they will begin the timely process of grinding around all manholes and water boxes in preparation of the scratch coat being applied.

**Mill Street Restoration:** The Public Works Department and Parks Department have been working on restoration from last year's paving and curbing project on Mill Street. They hauled topsoil, leveled the ground, and seeded with grass seed. The Mill Street tree lawn restoration is 90% completed from the 2006 paving project.

**Clean-Up Efforts:** On May 12, 2007, City crews assisted with hauling debris from the Conneaut Creek clean-up. Thanks to Friends of the Conneaut Creek, a substantial amount of debris was removed from the banks of Conneaut Creek which was designated as a Wild and Scenic River in 2005. Over 40 volunteers assisted with the clean-up efforts.

This past Saturday, over 30 volunteers assisted with the downtown clean-up efforts resulting from "Project Pride". The clean-up included cleaning off the sidewalks; removing the bricks and stumps and replacing them with mulch; removing grass and debris from the joints in the sidewalks and along buildings; and weeding, mowing, and cleaning up the gazebo. Due to time constraints, the volunteers were not able to complete the clean-up along Main Street and Broad Street. A future clean-up will be scheduled to address the remaining sections. Much thanks to those individuals that participated.

**Cleveland Hotel Project:** The Cleveland Hotel project is moving forward at a fast pace. They have gutted the building and have framed the 2<sup>nd</sup> and 3<sup>rd</sup> floors. The wiring and rough plumbing have been installed on the 3<sup>rd</sup> floor as well. Mr. Ken Bublinc stated that they plan to have the building completed within the next 7-9 months, weather permitting. Snap Fitness has purchased two commercial units on the 1<sup>st</sup> floor. Mr. Bublinc stated that they plan to open it up to the public once the 3<sup>rd</sup> floor has been dry walled.

**Country Roads:** Salt brine was applied to the country roads west of State Route 7 during the past week. In addition, the Public Works Department graded South Ridge Road East after the rain and ran the maintainer on South Ridge Road West. Stoned was applied to the soft spots on South Ridge Road West.

**Port Authority Meeting:** The meeting regarding sand bar and transfer of sand to Presque Isle State Park in Pennsylvania was held on Friday, May 18, 2007. During the meeting, Mr. Denver Spieldenner and representatives from Presque Isle encouraged the U.S. Army Corp of Engineers and the U.S. and State Representatives present to think differently and work together so that the sand can be removed

**Sanitary Sewer Line Problems:** A cave in was discovered at 800 Sandusky Street and a repair was made to a sanitary sewer line on Fifield Avenue. The Wastewater Treatment Department also replaced 10 feet of sewer main line near 820 Sandusky Street during the past week. In addition, the Wastewater Department did camera and jet work on Sandusky and Spring Streets. Roots and grease were removed on Spring Street.

**Wastewater Road Cut Repairs:** Large road cut repairs were made last week on Mill Street and Buffalo Street. Asphalt was purchased and the paver was used since these cuts were quite large.

**NatureWorks Applications:** The City of Conneaut was informed that round 13 of NatureWorks was unfunded by the State of Ohio. However, as with last year, applications will automatically be reviewed for the upcoming 14<sup>th</sup> round. Due to the amount of time elapsed since communities put together their 13<sup>th</sup> round application, the Ohio Department of Natural Resources would like confirmation that the project is still seeking funding. Staff will be confirming our intent to follow through if awarded a 14<sup>th</sup> round NatureWorks grant. The project includes improvements at Hayward Park.

**Cemetery Trust Fund Update:** The Finance Department and the Law Department are pleased to announce that the 15 cemetery trusts that were being administered by the Finance Department for the maintenance of certain gravesites have been terminated by Probate Court. The City petitioned the Court to terminate the trusts on the basis that it was no longer economically feasible for the City to continue to maintain them. No heirs stepped forward to claim the proceeds of any of the trusts so the funds will be deposited in the perpetual cemetery trust fund established for the ongoing care and maintenance of Conneaut City cemeteries. The total amount received is over \$29,000.00.

**House Fire:** There was a fire in a house at the corner of Mill and Monroe Streets last week. A roofer was using a torch and the torch caught the wall on fire. The fire extended into the attic.

**Deputy Police Chief Clarification:** For clarification, the number of officers within the Police Department will remain the same as 2006. In 2006, we had 19 Police Officers and the Police Chief. In 2007, we will have 18 Police Officers, 1 Deputy Chief, and the Police Chief. There will be **no** additional positions added to the Conneaut Police Department.

The City of Conneaut received 11 responses to the advertisement for Deputy Police Chief. We plan to interview eight of the candidates and then put the final four through an assessment center. Interviews will be conducted later this week and early next week. We will keep you updated as we progress.

**Police Calls/Citations:** During the week of May 3<sup>rd</sup> through May 10<sup>th</sup> the Police Department logged 450 calls for service. Included in these calls were 66 traffic stops, 51 registration checks, 15 suspicious activity calls, 7 traffic violations, 18 juvenile complaints, 8 disturbance calls, 17 animal calls, and 5 fight related calls.

**Police Calls/Citations:** During the week of May 11<sup>th</sup> through May 18<sup>th</sup>, the Conneaut Police Department logged 510 calls for service. Included in these calls were 88 registration checks, 12 juvenile complaints, 17 suspicious activity calls, 45 traffic stops, 8 traffic violations, 32 EMS/Squad runs, 14 alarm calls, 10 animal complaints and 7 domestic calls.

**Water Distribution Update:** The Water Department was busy over the past week taking care of meters, repairing small leaks and repairing valve boxes associated with the paving project.

**Potholes:** Potholes continue to be addressed throughout the City. If there are potholes that have been overlooked, please contact the Public Works Department at 593-7430.

**Street Grindings Sold:** The Public Works Department sold grindings from the Street Improvement Program for \$75.00 per truckload. Interested parties can purchase them by contacting the Public Works Department at 593-7430.

**Underpass Mowing:** Mr. John Falcone, Parks and Litter Control Manager, along with summer helpers worked on mowing the underpass last week. Having only four (4) employees, they managed to break a long standing record for completing it in the shortest time. Job well done.

**Memorial Day – Cemeteries:** The Public Works Department plans to be working in the cemeteries prior to the upcoming Memorial Day weekend. They will have the prisoners from LaECI on Monday, Tuesday and Friday of next week.

**Water/Wastewater Billing Clerk:** Over 100 resumes were received for the position of Clerk in the Water/Wastewater Billing Office. The employee review committee narrowed it down to the top three candidates. I interviewed them on Monday, May 7, 2007 and awarded the position to Ms. Crystal Fertig. She will start on Tuesday, May 29, 2007.

**Drug Free Work Place Training:** As you know, all employees, supervisors, and council members are required to attend the drug free training.

**The final session will be held at Station 3 on May 22<sup>nd</sup> from 7pm-9pm for City Council and employees**

If you have any questions regarding date/time, please feel free to contact Pat Beckwith in my office.

**Part-Time Summer Help:** The Public Works Department has hired a 4<sup>th</sup> college student to work in the Parks & Recreation Department over summer break. The individual hired was Brett Heinonen. He will assist the Parks & Recreation Department with maintenance of the eight (8) parks and will work with the summer help in the Public Works Department as needed. Job duties as agreed to by AFSCME include: mowing of cemeteries, parks and grass violations, crack filling, and general duties as needed.

**LEADERship Ashtabula County:** LEADERship Ashtabula County is now accepting applications for 2007-2008. This will be the 20th adult class! The ten-month course begins in September, 2007 and concludes in June, 2008. The curriculum is designed to prepare people for community involvement through leadership development. Participants have a unique opportunity to view the complex systems that make the community work. They are challenged, educated and stimulated to become engaged in civic life. The 2008 class will also participate in the fifth Regional Day with 14 other community leadership classes in NE Ohio. I would encourage at least one member of the City Council to attend. Inquiries for applications may be made by calling the office at 440-998-3888, by e-mail ([leader@suite224.net](mailto:leader@suite224.net)), the website ([www.leadershipashtabulacounty.org](http://www.leadershipashtabulacounty.org)). Applications are due June 15, 2007.

**MARK YOUR CALENDARS – IMPORTANT DATES:**

***Public Works Committee:*** Tuesday, May 22, 2007 at 7:30 p.m. in the Council Chambers. Topics include the 2007 Street Improvement Program and Parking in the Tree Lawn.

***Economic Development Committee:*** Wednesday, May 23, 2007 at 7:00 p.m. in the Council Chambers.

***Memorial Day:*** Monday, May 28, 2007. City Offices Closed.

***Memorial Day Ceremony:*** Monday, May 28, 2007 starting at the American Legion to City Hall Memorial and proceeding to Liberty Street Cemetery. It will begin at 10:30 a.m.

***Soap Box Derby:*** June 15 – 16 at Broad Street Underpass. Trials on Friday. Races on Saturday. Much thanks to the organizers, Tracy and Kelly Welton.

***Sock Hop and Car Cruise:*** Friday, June 15, 2007 from 5:00 p.m. to 9:00 p.m. in Downtown Conneaut, Ohio along Broad Street. Due to the popularity last year, it will be expanded to include Main Street.

***4<sup>th</sup> of July Festival:*** June 29 – July 4, 2007 at Lakeview Park. The parade will be held on Saturday, June 30, 2007 at 1:00 p.m.

***LEAF Project:*** July 16-21, 2007. The goal of the LEAF project is to help with the rebuilding and renovation of fifteen (15) properties in Conneaut. If you are interested in lending a helping hand or need assistance, please contact Mr. Don Palm, LEAF Project Coordinator, at 224-1176.

***CAMA Block Party:*** July 28, 2007 from 4:00 – 7:00 p.m. at Dean Avenue Park

**Port Authority Classic Boat and Car Show:** August 4, 2007 from noon to 6:00 p.m. at the Port of Conneaut.

**Household Hazardous Waste Collection:** September 22, 2007 from 9:00 a.m. – 1:00 p.m. at the Ashtabula County Fairgrounds. Materials to be taken: paint, household cleaners, batteries, automotive fluids, pesticides, mercury, unacceptable materials. A flyer has been placed in your mailbox.