



## City Manager's Report

### City Commission meeting: Monday, June 13, 2022

#### **DONATIONS**

#### **NEW & OLD BUSINESS**

##### **POLICE**

- Just a reminder that our Community Impact Officers are hosting two Bike with the Blue events this month. The events, an opportunity to go on a bicycle ride with our officers to either Cobbs or Dairy Frost for ice cream, will take place on June 16<sup>th</sup> and June 21<sup>st</sup>.

##### **FINANCE**

- The next Finance Committee meeting will be on Friday June 24, 2022 at 8am at City Hall.

##### **PUBLIC WORKS**

- Special thanks to Eric Whiteman and local Boy Scout Troop #8 for volunteering to place flags at Veterans' grave sites at Oakland Cemetery prior to the Memorial Day ceremony.
- The 2021 Water Quality Report has been distributed. Big Island Water Works continues to meet and exceed all established drinking water standards. Please refer to the City's website for more information.
- We are currently hiring for many seasonal and full-time positions. Applications are available at [www.cityofsandusky.com/jobs](http://www.cityofsandusky.com/jobs).

##### **COMMUNITY DEVELOPMENT**

- The City's COVID related Mortgage and Rental Assistance Program being administered by the Community Action Commission of Erie, Huron and Richland County has assisted 22 Households assist with mortgage payments totaling \$33,001 and five households with rent payments totaling \$11,195. Sandusky residents interested in applying for assistance can visit [www.cacehr.org](http://www.cacehr.org) or obtain an application at Sandusky City Hall.

##### **PLANNING DEPARTMENT**

- The Lange Trust of the Sandusky Library worked with Planning, Public Works, and Parks to assist the artist Jerzy (Yer-zee) Kędziora and his team to install a series of balancing sculptures in the city. Originating in Poland, the sculptures traveled to Sandusky from Columbus, Ohio and previously from New York City. The sculptures will be in place until October. Locations include Washington Park, Shoreline Park, Lions Park, and the Follet House Museum. On behalf of the Public Arts Commission, we extend our gratitude to the Lange Trust for bringing this art to the city. A map will be created so the community can identify and enjoy all the sculptures.



**City Manager's Report**  
**City Commission meeting: Monday, June 13, 2022**

**POLICE DEPARTMENT**

**DONATIONS**

**NEW BUSINESS**

- Just a reminder that our Community Impact Officers are hosting two Bike with the Blue events this month. The events, an opportunity to go on a bicycle ride with our officers to either Cobbs or Dairy Frost for ice cream, will take place on June 16<sup>th</sup> and June 21<sup>st</sup>.

**OLD BUSINESS**



**City Manager's Report**  
**City Commission meeting: Monday, June 13, 2022**

**FIRE DEPARTMENT**

**DONATIONS**

**NEW BUSINESS**

**OLD BUSINESS**



**City Manager's Report**  
**City Commission meeting: Monday, June 13, 2022**

**FINANCE DEPARTMENT**

**DONATIONS**

**OLD BUSINESS**

**NEW BUSINESS**

- The next Finance Committee meeting will be on Friday June 24, 2022 at 8am at City Hall.

**GENERAL INFORMATION**



**City Manager's Report**  
**City Commission meeting: Monday, June 13, 2022**

**PUBLIC WORKS**

**DONATIONS**

**NEW BUSINESS**

- Special thanks to Eric Whiteman and local Boy Scout Troop #8 for volunteering to place graves at Veterans' grave sites at Oakland Cemetery prior to the Memorial Day ceremony.

**OLD BUSINESS**

- The 2021 Water Quality Report has been distributed. Big Island Water Works continues to meet and exceed all established drinking water standards. Please refer to the City's website for more information.
- We are currently hiring for many seasonal and full-time positions. Applications are available at [www.cityofsandusky.com/jobs](http://www.cityofsandusky.com/jobs).

**COMPLETED PROJECTS**

**CONSTRUCTION PROJECTS**

- Columbus Lift Station Improvements
  - Contractor: All Phase
  - Contract Amount: \$312,895.00
  - Construction Completion: December 16, 2022 due to long lead times on delivery of generator (39 weeks).
  - Project to replace existing generator including electrical SCADA and VFD upgrades. Project will involve running city owned fiber from the Sandusky Amtrak/Transit building at North Depot Street to the station.
  - Ohio Edison has set a new pole & transformers for proposed electrical upgrades
- Emergency Generator at WWTP
  - Contractor: Mosser Construction
  - Contract Amount: \$485,000
  - Construction Completion: Fall 2022
  - The existing 750 KW generator that operates the ultraviolet disinfection system, two effluent pumps, a 120-volt control panel, and a process gate the wastewater treatment plant failed on September 1, 2021. This project consists of rebuilding the failed engine along with disconnecting, hauling, reconnecting, testing, and potential temporary rental are all included in this project.



## City Manager's Report

### City Commission meeting: Monday, June 13, 2022

- Interceptor (sewer) Cleaning Project
  - Contractor: C & K Industrial Cleaning
  - Contract Amount: \$594,930.85
  - This project includes video recording, water-jet cleaning and includes debris removal of over 3 miles of sewer “Interceptor” line that feeds the Wastewater Treatment Plant. The last time this work was done was 2011, and 620 tons of debris and sediment was removed.
  - The recent years of high lake and bay levels have constricted flow out of this piped system, resulting in heavier solids settling out within these pipes.
  - **Work is in the downtown area of Water Street and Shoreline Drive, about 1/3 complete.**
  
- 2022 Local Street Resurfacing
  - Contractor: Precision Paving
  - Contract Amount: \$1,794,328.35
  - Construction Completion: September 5, 2022
  - The project will include over 7 miles of local streets and approximately 78 blocks throughout most neighborhoods.
  - **Project is 90% complete.**
  
- Meigs Street Reconstruction
  - Contractor: Underground Utilities Inc.
  - Contract Amount: \$1,808,344.80
  - Construction Completion: October 28, 2022
  - Inspection Services: K.E. McCartney
  - Inspection Contract Amount: \$180,587.00
  - This project includes a multi-use path, roadway reconstruction from East Water Street to East Washington Street and roadway resurfacing from East Washington to Sycamore Line. A waterline segment and sewer separation were added between Washington and Water Streets.
  - **Work begins on the Waterline, located on the West side of Meigs between Washington and Water Streets on 6/8.**
  
- Pelee Islander Stop Piles Project
  - Contractor: Toledo Caisson Corp
  - Contract Amount: \$163,000
  - Completion Date: August 30, 2022
  - Installation of two stop piles and a rubber bumper (provided by ferry operator) in the slip on the west side of the Jackson Street Pier to accommodate the Pelee Islander. This is needed for safety when loading and unloading vehicles.



## City Manager's Report

### City Commission meeting: Monday, June 13, 2022

- Sandusky Bay Causeway Wetlands Restoration, Project 2, Phase I
  - Contractor: Mark Schaffer Excavating & Trucking, Inc.
  - Contract amount: \$2,978,325.00
  - Inspection: KS Associates
  - Contract amount: \$377,004.00
  - Completion date: May 31, 2022
  - ODNR is fully funding construction of Sandusky Bay Initiative, Project 2, Phase I known as Sandusky Bay Causeway Wetlands Restoration. The project location is along the western side of the Cedar Point Causeway, tucked up against Cedar Point's overflow parking lot.
  - Phase I involves development of a rock revetment that will allow for the Army Corps of Engineers to place dredged material next summer. The completion of two subsequent contract stages, which may be in a few years, will result in a nearshore biological wetlands that will provide habitat while improving water quality.
  
- Service Center Roof, Gutters, Downspouts, Façade, & Masonry
  - Contractor: Garland Inc.
  - Contract Amount: \$530,000
  - Completion Date: Summer of 2022
  - Sealing and coating of roof at service center, install gutters and downspouts, upgrade roof hatch and safety rails.
  - **Working to a safety hatch this week.**
  
- 2022 Shoreline Park and Marina Walkway Project
  - Contractor: **Smith Paving and Excavating, Inc.**
  - Contract Amount: \$115,037.00
  - Completion Date: November 19, 2022
  - This project will add walkway and erosion protection behind the sheet pile wall on the East side of Shoreline Park's West "finger". Said walkway will connect the end of the pier to the existing walkway bridges spanning the openings. This project will also repair and reinforce the South Walkway at the Paper District Marina.



## City Manager's Report

### City Commission meeting: Monday, June 13, 2022

- 2022 Sewer Slip Lining Project
  - Contractor: United Survey Inc.
  - Contract Amount: \$316,615
  - Completion Date: July 4, 2022
  - This will be the third consecutive year for multi-street sewer lining, again addressing recurring problem areas for the sewer maintenance staff. Most notably, areas with historic backups, root cutting work required, and general infiltration will be selected.
  - **All cleaning and video inspection is complete for the planned street segments. Lining is slated for week of 6/13.**
  
- 2022 Sidewalk Project
  - Contractor: TBD
  - Construction Cost: TBD (Eng. Est. \$111,000)
  - Completion Date: TBD
  - This will resume the recent residential and City sidewalk program where there is a backlog of safety-priority areas. Locations are being finalized.
  
- West Side Utility and Connectivity
  - Contractor: Speer Bros., Inc.
  - Contract Amount: \$4,407,163.00
  - Inspection Services: K.E. McCartney
  - Inspection Contract Amount: \$484,751.00
  - Completion Date: Friday, May 14, 2021
  - ODOT's urban paving project is scheduled to start June 2024 (PID 103704)
  - **Banners are scheduled to be installed the week of June 6<sup>th</sup>.**
  
- Emergency Purchase & Installation of new VFD for 8 MGD High Service Pump #5 at BIWW
  - Contractors: Rexel and Fresch Electric
  - Contract amount: \$75,903.00
  - **Completion date: VFD is scheduled to be delivered the week of June 6<sup>th</sup>.**
  - Emergency legislation has been prepared for purchase of VFD for High Service Pump #5 which has failed-power outage occurred at BIWW plant on Friday, December 17<sup>th</sup> and the VFW is not operable.
  
- 2022 VFD Project at BIWW
  - Contractor: All Phase
  - Contract amount: \$271,920.00
  - **Completion date: March 24, 2023**
  - Project Description: proposed replacement of five existing VFDs





## City Manager's Report

### City Commission meeting: Monday, June 13, 2022

- 2022 Water Slip Lining Project
  - Consultant: In-house
  - **Engineer's Estimate: \$370,000**
  - **Bid Date: Bidding late June/July**
  - **Contractor: TBD**
  - Completion date: 2022
  - Project Description: proposed slip lining 12" DIP waterline on the east side of Tiffin Avenue north of Venice Road intersection to just south of Broadway Street.
  
- 2022 CDBG Street Rehabilitation
  - Contractor: TBD
  - Contract Amount: TBD (EST. \$190,000)
  - Completion Date: November 19, 2022
  - This project will resurface eleven blocks totaling over three quarters of a mile (10 segments) of roadway throughout the CDBG-eligible areas within the City. Cannot be awarded until July 1, due to the State Fiscal Year (SFY) calendar.
  
- 2022 CDBG Parking Lot Paving
  - Contractor: TBD
  - Contract Amount: TBD (EST. **\$105,939.43**)
  - Completion Date: November 19, 2022
  - This project will resurface Daly's parking lot and add landscaped islands. Overall project potential to add 6 parking spaces. Cannot be awarded until July 1, due to the State Fiscal Year (SFY) calendar.
  - **Need to re-bid concrete portion, due to inflation in cement and fuel pricing. See revised estimate.**

### DESIGN PROJECTS

- Cleveland Road Safety Project
  - Consultant: American Structurepoint
  - Feasibility Study & Preliminary Design: \$263,615.00
  - Detail Design, Environmental & Right of Way: \$914,871.00 (Acquisition fees are not included in this cost but are included as part of the funding from ODOT)
  - Design Completion: November 2023
  - Construction proposed for CY 2024
  - ODOT Safety funding will pay for 95% of project. Includes traffic signal and striping upgrades, sidewalks, turn-lane extensions and intersection improvements between Remington Avenue and Sycamore Line.
  - Staff has been reaching out to stakeholders to discuss this project
  - **Public meeting is planned for June 16<sup>th</sup>.**



## City Manager's Report

### City Commission meeting: Monday, June 13, 2022

- East Perkins Avenue Improvement Project (Milan Rd to Remington Ave)
  - Consultant: Bramhall Engineering & Surveying Company
  - Contract Amount: TBD-staff will be working with the consultant to determine contract scope and amount
  - Design Completion: August 5, 2024
  - Total Project estimate: \$561,275
  - LPA Project PID 113959 ERI-CR-0005 02.85 E. Perkins
  - This project involves installing sidewalk on the north side of Perkins from Milan Road to Remington Avenue. Perkins Avenue will be resurfaced from the end of ODOT's
  - Construction anticipated in spring of 2025
  
- East Water Street Reconstruction
  - Consultant: EDG
  - Contract Amount: \$85,856.00 (Amendment #1 to Sandusky Bay Pathway)
  - Completion Date: April 2023
  - This project includes extension of the Sandusky Bay Pathway between Franklin and Meigs Streets, as well as new curbs, bump outs, drainage, and roadway reconstruction. Construction is expected in July of 2023.
  
- Hayes Avenue Corridor Safety Project
  - Consultant: Carpenter Marty
  - Contract Amount: \$306,833.27
  - This project includes signal and intersection upgrades between Perkins Ave. and Columbus Ave. Project also includes select curb ramp replacements, pedestrian signals and possible restriping at specific locations. All work will be based on traffic analysis as approved by ODOT. Carpenter Marty is reviewing signal warrants at Hayes & Osborne intersection.
  - Construction is estimated to begin April 2023
  
- Justice Center
  - Consultants: Richard L. Bowen & Associates, LLC
  - Phase I Contract Amount: \$91,483.00 (complete)
  - Phase II Design & Inspection Contract Amount: \$1,434,087
  - Design Completion Date: Summer 2022
  - Inspection Completion Date: May 2024
  - Design was broken into two phases.
    - Phase I: Programming and needs assessment, conceptual layouts, preliminary cost estimates



## City Manager's Report

### City Commission meeting: Monday, June 13, 2022

- Phase II Design & Inspection: Schematic design, detailed design, preparation of drawings and specifications, bidding services, construction engineering, materials testing, inspection, and project closeout
  - City will be working with OSupplies to supply furniture for the facility where existing furniture cannot be reused.
- The Landing – Final Design & Permitting
    - Consultant: Environmental Design Group
    - Contract Amount: \$2,057,845.73
    - Completion Date: December 2021
    - This project includes development of final design documents including permitting, acquisition and all other aspects required to prepare construction documents as detailed in the Landing Park conceptual plan approved by City Commission in December 2017. This includes the Sandusky Bay Pathway from the East Corporation Limit through Sports Force Park to Cedar Point Drive. The project will provide direct access to the East Sandusky Bay (the Back Bay) and the easternmost terminus of the Pathway within city limits. Funding for the design of the project is made possible with Tax Incentive Financing on nearby parcels.
    - As part of the land acquisition process for the Sandusky Bay Pathway located within the project limits, appraisal letters have been delivered to the affected property owners. Appraisals are being finalized and acquisition negotiations are ongoing.
  - Meadow Subdivision Sidewalk Project
    - **Consultant: TBD**
    - **Contract Amount: TBD**
    - **Design Completion: TBD**
    - **Total Project estimate: \$193,253**
    - **LPA Project PID-not assigned yet**
    - **This project involves installing sidewalk in areas of the Meadow Subdivision that currently don't have sidewalk. Various locations along East Oldgate Rd, Heritage Dr, fallen Timber Dr and Foxborough Circle**
    - **Construction anticipated in spring of 2024**



## City Manager's Report

### City Commission meeting: Monday, June 13, 2022

- Mills Street High-Rate Treatment
  - Consultant: Stantec
  - Total Design & Evaluation Cost: \$2,031,311.84
  - Design Completion: December 2022
  - Construction anticipated for November 2022 – October 2024
  - Total construction cost anticipated to be around \$20M.
  - As the final project included in the City's NPDES permit as part of the 2015 negotiations with Ohio EPA, the City will be designing and installing a 16 MGD high-rate treatment (HRT) system with a goal of dramatically reducing overflows that result during large rain events when the capacity of the wastewater treatment plant cannot handle the flow. The project will include diversion of wastewater from the west side interceptor, expansion of the existing bar screen process, HRT equipment evaluation, possible replacement and expansion of the ultraviolet disinfection system, and possible relocation of ballfields from Sprau to Amvets Parks. There will be a public planning process that will help determine a preferred layout for the recreational facilities in the neighborhood.
  
- Monroe Street Reconstruction (Decatur Street to Meigs)
  - Consultant (Survey only): Bramhall Engineering, Avon, Ohio
  - Design Consultant: In-house design
  - Construction estimate: \$949,283.47, total project cost \$1,044,212.1
  - LPA Project PID 110322 ERI-CR-0504-00.49 (Monroe St)
  - This project involves ADA compliant curb ramps, pavement repair, base repair and resurfacing from Decatur Street to Meigs Street along Monroe Street.
  - Construction anticipated in spring of 2023
  - **Ranked #3 project county-wide, awaiting funding amount.**
  
- Monroe Street (West) Improvement Project (Camp Street to Broadway Street)
  - Consultants: Mott MacDonald
  - Contract Amount: 150,500
  - Design Completion: October 1, 2024
  - LPA Project PID 113957; ERI-CR-0500-01.37
  - Total Project Est: \$837,844
  - This project addresses roadway and drainage from Camp Street to Broadway Street. Project has already received ODOT funding for FY 2025. Specifically entails roadway resurfacing, installation of a new storm sewer line and limited sidewalk and curb repairs.
  - **Alignment selected for general routing of new storm sewer.**



## City Manager's Report

### City Commission meeting: Monday, June 13, 2022

- Perkins Avenue Waterline replacement and Roadway Improvement Project
  - Consultant: GPD Group
  - Contract Amount: \$196,705
  - Design Completion: June 2022
  - Construction anticipated to begin September 2022
  - Project planned to replace bad 6" water main with 8", resurface the North half of roadway from the old YMCA to 52<sup>nd</sup>. Replacing bad sidewalks and curbs along this segment also.
  - **Legislation to bid is forthcoming.**
  
- Sandusky Bay Pathway Acquisition and Partial Design
  - Consultant: Environmental Design Group
  - Contract amount: \$2,092,513.00
  - Completion date: Spring 2023
  - A Conceptual Master Plan adopted in June 2018 detailed a multi-use coastal trail that stretches along the waterfront from the east corporation limit to the west corporation limit.
  - This project includes acquisition of needed properties, encroachments and easements along First Street, Pier Track, Water Street and anything needed between King Street and Venice Road.
  - Final design of the sections from Cedar Point Drive to Meigs Street and from King Street to Venice Road is included.
  - Wayfinding and branding of the Sandusky Bay Pathway has been finalized.
  - The railroad agreement has been approved and the crossings at Monroe and Edgewater are being designed.
  
- Warren Street Reconstruction
  - Consultant: LJB, Inc. & Redbarn
  - Contract Amount: \$302,122
  - Design Completion Date: June 2022
  - This project includes reconstruction of Warren between Water and Monroe Streets, except for the new portion between Market and Washington. Includes new pavement, curbs, drainage system, sidewalk and multi-use path.
  - Design should be finalized by June 2022, in time for bidding and award of the OPWC grant agreement. Construction estimated to begin September 2022.



## City Manager's Report

### City Commission meeting: Monday, June 13, 2022

- Water Model Update
  - Consultant: Stantec
  - Design Contract Amount: \$180,031.00
  - Completion date: August 5, 2022
  - Our last citywide model was completed in 2006. The new model will reflect system improvements since the last model was completed. Said model is a helpful tool in predicting flows, pressures at virtually any given point within the distribution system. Ultimately this data is of value to Contractors, Builders, and Developers and can be a tool to guide future capital design projects where there may be deficiencies within the system.

#### **ADDITIONAL INFORMATION**

Vacancies and budgeted positions:

- BIWW (2)
- Building Maintenance
- Cemetery
- Engineering
- Forestry
- Greenhouse
- Grounds Maintenance (1)
- Public Works
- Sewer Maintenance (1)
- Streets & Traffic
- Water Distribution (2)
- WWTP

Congratulations to the following new hires and staff for receiving promotions:

- NONE

#### **STATUS OF GRANT & LOAN APPLICATIONS**

- Staff submitted 3 applications for MPO (ODOT Surface Transportation Project (STP)) funds. Two projects are on West Monroe (from Camp to Decatur, also Broadway to Venice Rd. via Edgewater) and Camp Street from W. Monroe to Perkins Ave. If awarded, project(s) would take place in SFY 2026/27.
- RAISE Applications:
  - The portion of the Sandusky Bay Pathway between Cedar Point Drive and Hemminger Ditch will be included in a federal RAISE grant application that will be submitted by ODOT as part of a SR-6 corridor improvement project between Rye Beach Road and Cedar Point Drive.
  - A second federal RAISE grant application was submitted for the Sandusky Bay Pathway between Cedar Point Drive and the western terminus at Venice Road. It was a similar application to the one that was submitted in 2021 that did not receive funding. During the debriefing, the US DOT representative recommended resubmitting the same application with a few suggested alterations. He also mentioned that sometimes it takes several submittals to get the application precise for funding reviews.



**City Manager's Report**  
**City Commission meeting: Monday, June 13, 2022**

**DEPARTMENT OF COMMUNITY DEVELOPMENT**

**ECONOMIC DEVELOPMENT DIVISION**

**DONATIONS**

**NEW BUSINES**

- Congratulations to Brent Zimmerman and his team on the opening of the Saucy Brew Works Sandusky brewpub and coffeehouse at the former Zinc and Boomtown location at 215 E. Water Street. The project was supported by an Economic Development Fund grant from the City of Sandusky. We wish Mr. Zimmerman and his team many years of success in Sandusky.
- Congratulations to Ross Boesch and his team at Paper Street Holdings on the completion of their redevelopment project at the former bank building at 603 Columbus Avenue. The project resulted in the conversion of the obsolete single-story commercial wing along Madison Street into three short-term rental units. An Economic Development Fund grant was provided by the City of Sandusky to support the project.

**OLD BUSINESS**

**COMMUNITY DEVELOPMENT DIVISION**

**DONATIONS**

**NEW BUSINESS**

**OLD BUSINESS**

- The City's COVID related Mortgage and Rental Assistance Program being administered by the Community Action Commission of Erie, Huron and Richland County has assisted 22 Households assist with mortgage payments totaling \$33,001 and five households with rent payments totaling \$11,195. Sandusky residents interested in applying for assistance can visit [www.cacehr.org](http://www.cacehr.org) or obtain an application at Sandusky City Hall.

**COMMUNITY DEVELOPMENT PROJECTS**



## City Manager's Report City Commission meeting: Monday, June 13, 2022

### PLANNING AND ZONING DIVISION

#### DONATIONS

#### NEW BUSINESS

- The Lange Trust of the Sandusky Library worked with Planning, Public Works, and Parks to assist the artist Jerzy (Yer-zee) Kędziora and his team to install a series of balancing sculptures in the city. Originating in Poland, the sculptures traveled to Sandusky from Columbus, Ohio and previously from New York City. The sculptures will be in place until October. Locations include Washington Park, Shoreline Park, Lions Park, and the Follet House Museum. On behalf of the  
Public Arts Commission, we extend our gratitude to the Lange Trust for bringing this art to the city. A map will be created so the community can identify and enjoy all the sculptures.
- The South Side Plan process had a great Community Kickoff on Tuesday, May 31<sup>st</sup> with a community engagement dinner and Wednesday, June 1<sup>st</sup> with activities at the Sandusky Rec @ Mills Open House. All who are interested to be involved in the planning process are invited to visit [cityofsandusky.com/southsideplan](http://cityofsandusky.com/southsideplan) and engage with several activities online. The next in-person community planning event is expected to take place in August and will be broadly promoted. Thank you to Commissioner Waddington for serving as the South Side Plan liaison to the City Commission.

#### OLD BUSINESS

#### PLANNING PROJECTS

#### ADDITIONAL INFORMATION

- The next **Arts and Culture Commission** meeting is scheduled for Tuesday, June 21st at 5:15 PM.
- The next **Landmark Commission** meeting is scheduled for Wednesday, June 15th at 5:00 PM.
- The next **Board of Zoning Appeals** meeting is scheduled for Thursday, June 16th at 4:30 PM.
- The next **Planning Commission** meeting is scheduled for Wednesday, June 22nd at 5:00 PM.

### SANDUSKY TRANSIT SYSTEM





**City Manager's Report**  
**City Commission meeting: Monday, June 13, 2022**

**DONATIONS**

**NEW BUSINESS**

- The Amtrak Station Needs Assessment Study will kick-off on June 14<sup>th</sup> with a site visit and coordination meeting with staff of AECOM. Results of the study are expected to be available within about three months.

**OLD BUSINESS**

**RECREATION DIVISION**

**DONATIONS**

**NEW BUSINESS**

**OLD BUSINESS**