

## **Administrative Report**

### **September 20, 2019 to October 10, 2019**

#### **Administration**

1. Boat Docks are still available for rent for a discount of \$108.90 until November 1<sup>st</sup>
2. Selling miscellaneous items on Gov Deals
3. Civil Service Patrolman Exam will be Saturday, November 16<sup>th</sup> at 9:00 AM at the Central Services Building
4. Civil Service Firefighter/Paramedic Exam will be Saturday, December 7<sup>th</sup> at 9:00 AM at the Central Services Building
5. Lions Club Halloween Parade will be Sunday, October 27<sup>th</sup> at 2:30 PM; Trick-or-Treat will be Sunday, October 27<sup>th</sup> from 4-6 PM
6. Miscellaneous employee changes/questions
7. Employee accruals/FMLA
8. McGohan Barbender Census & Questionnaire
9. Contract increases- Fire
10. Payroll
11. 3<sup>rd</sup> Quarter Reporting

#### **Engineering Department**

1. Department Projects:
  - a. Zoning Permits//311 updates //Code Enforcement//Planning Commission Meeting Schedule//Cemetery Project//Organizing Maps & Plans//Celina Welcome signs//Street Projects//EPA SWMP//
2. Zoning Permits:
  - a. 7346 – William Hudak – 806 W Logan St. – Fence
  - b. 7347 – Jeremy Pelfrey – 1446 Irmscher Blvd. – Fence
  - c. 7348 – Richard Dean – 1324 Michael Ave. – Fence
  - d. 7349 – Jared Coate – 1518 Westbury Ave. – Accessory Building
  - e. 7350 – St. John Builders – 813 Sycamore St. – SF Dwelling
  - f. 7351 – Mike Gant – 1117 Princeton Ave. – Accessory Building
  - g. 7352 – Kurt Duncan – 133 Johnson Ave. – Residential Addition

\*Special note: Engineering has been working with homeowners who were affected by recent tornado. Assisting in expedient paperwork filing and site locations.
3. Zoning Violations:
  - a. 1709 E. Livingston St. – Zoned R-3, not zoned for business
4. Code Enforcement:
  - a. 1701 E Livingston St
  - b. 223 W Warren St
  - c. 225 E Fayette St
  - d. 1971 Havemann Rd- (Cashland)
5. Planning Commission:
  - a. Meeting scheduled for October 10, 2019 lot split on Pat Dr.
6. Board of Zoning Appeals:

- a. Meeting scheduled for October 10, 2019 duplex less than allowable setback South St.
- 7. 2019 Construction Updates:
  - a. 2019 North Main Street Improvements
    - i. North Main Street is complete
  - b. 2018 Bryson Park District Phase 2 Amphitheater
    - i. Bruns Building & Development has completed the project
  - c. 2018 Street Resurfacing Project
    - i. 2018 Street Resurfacing Project is complete
  - d. 2018 Bryson Park District Phase 3 Amphitheater Hardscape
    - i. Alexander & Bebout, Inc. has completed the projects
  - e. 2018 East Livingston Street Improvements
    - i. PAB Construction Company has completed the Livingston Street project, phases 1 and 2 with the exception of a final punch list. Final completion has been pushed back due to the unexpected gas main relocation, performed by Dominion Energy, and wet spring/early summer months.
  - f. 2019 Street Resurfacing Project
    - i. The 2019 Street Resurfacing project is complete
  - g. 2019 West Market Street Utility Improvement
    - i. Tom's Construction has finished the 8" waterline installation from just East of Brandon Avenue to Main Street. Pressure testing and bacteria testing are currently being conducted. Following the testing, new water services to the residents and businesses will be installed. Traffic will be maintained during construction. Substantial completion is November 15, 2019 with a final (paperwork) completion of December 15, 2019.

### **Fire Department**

- 1. Runs to Date
  - a. Squad- 116; Total Year- 1,491
  - b. Fire- 17; Total Year- 321
  - c. Primary Squad Runs for other Branches- 7; Total Year- 52
- 2. Fire prevention programs were held at the primary school for K-2<sup>nd</sup> grad and IC School will be conducted on October 17<sup>th</sup>
- 3. Providing a squad for the Varsity Football game on Friday, October 11<sup>th</sup> and October 25<sup>th</sup>
- 4. Will have the aerial ladder at the American Legion for their Family day on Sunday, October 13<sup>th</sup> from 12:00-2:00 PM
- 5. Assisted with the homecoming parade on Wednesday, October 9<sup>th</sup>
- 6. Will conduct fire prevention at the Little Flower preschool on Monday, October 14<sup>th</sup>
- 7. Pump testing will be conducted on all our trucks on Wednesday, October 16<sup>th</sup>
- 8. The department will hold vehicle extrication training at Three Sons Auto Salvage Thursday, October 17<sup>th</sup> at 6:00 PM

### **Police Department**

- 1. Calls for Service- 1,018
- 2. Reports Written- 149
- 3. Arrests- 45

4. Citations- 28
5. Crashes- 13
6. Warnings- 54
7. Junk Vehicle Report
  - a. 430 South Mill Street- vehicle removed by owner; case closed
  - b. 805 Wilkins Street- vehicle removed by owner; case closed
  - c. 817 Wilkins Street- vehicle removed by owner; case closed
  - d. 511 West Wayne Street- 2 vehicles removed by owner; 1 vehicle remains on property
  - e. 720 Murlin Avenue- multiple vehicles removed from property by owner; remaining vehicles in compliance with Ordinance; case closed
  - f. 1130 West Logan Street- property exempt from ordinance as licensed tow company (Jackson's Garage); case closed
  - g. 327 East Anthony Street- notice completed for service
  - h. 728 Sycamore Street- vehicle removed by owner; case closed
  - i. 822 Sycamore Street- vehicle brought into compliance, case closed
  - j. 809 Wilkins Street- charges filed
  - k. 511 West Wayne Street- 1 vehicle remaining, charges filed
  - l. 704 Murlin Avenue- notice served
  - m. 625 Jay Street- notice served
  - n. 607 Lisle Street- notice completed for service
  - o. 623 Lisle Street- notice completed for service
  - p. 612 Cron Street- notice completed for service
  - q. 827 Brandon Avenue- notice served
  - r. 632 Grove Street- 2 notices served
  - s. 536 Hierholzer Street- notice served
  - t. 624 Hierholzer Street- vehicle does not fit Ordinance; case closed
  - u. 511 Cron Street- vehicles do not fit Ordinance; case closed
  - v. 522 Hierholzer Street- vehicle does not fit Ordinance, case closed
8. Total Police Department Calls for Service, YTD: 14,297

### **Parks and Recreation**

1. Office work
2. Finishing up soccer tournaments and championship games
3. Attending little league football games

### **Parks Maintenance**

1. Dump trash from parks
2. Cleaned up boardwalk from geese
3. Cleaned concrete at the Amphitheater
4. Serviced parks equipment
5. Mow grass in parks, spray weeds
6. Line fields for soccer
7. Line fields for football
8. Over seed Bryson Park and Amphitheater hill

### **Public Works**

1. Sweep down town
2. Dura patch pot holes
3. Patch streets
4. October brush and limb pickup
5. Replacing bad areas on concrete streets
6. Work on equipment
7. Mow side ditches
8. Spray weeds
9. Sweep streets
10. Sign repair

### **Water Distribution**

1. Install new water services
2. Miscellaneous work orders (dead meters, water turn ons and offs; leaking meters)
3. Water valve repairs, fire hydrant repairs
4. Locates of utilities
5. Install new residential water meters
6. Flush fire hydrants
7. Main break on Homan Avenue, West Fulton Street

### **Sewer Collection**

1. Locates for utilities
2. Jet sanitary and storm sewers
3. Cleaned catch basins
4. Repair catch basins
5. Camera sewers for repairs

### **Customer Accounts/Meter Readers**

1. Billed 1,846 customer billings
2. Shut off 17 customers
3. Sent out 309 delinquent customer account billings
4. Sent out refund checks/final billings
5. Meter readers continue to read routes

### **KWH September 2019**

	<b>Number of KWHs Distributed</b>	<b>Tax</b>
Inside Accounts	12,790,625	\$52,024.56
Outside Accounts	<u>7,780,928</u>	<u>\$30,552.46</u>
Total for All Accounts	20,571,553	\$82,577.02

## **Water Treatment Plant**

1. Completed 49 microbiology samples
2. Continued weekly sampling for Microcystin analysis:
  - a. Raw Water 09/24/19 – 38.9 ug/L
  - b. Raw Water 10/01/19 – 56.6 ug/L
  - c. Raw Water 10/08/19 – 22.5 ug/L
  - d. All Finished Water Samples were Non-Detect for Microcystin Toxin
  - e. Continued Microcystin Sampling for outside communities (Paulding, Van Wert, Delphos)
3. Bryson Pool Operations
  - a. Pool is closed for the season
    - i. Maintenance list received from pool staff for next season
    - ii. Basket House roof replacement, completed by Schmitz Enterprises
4. Water Dept. Training
  - a. Fall district meeting scheduled for October 17<sup>th</sup>, 2017
5. WTP Buildings, Grounds, & Operations:
  - a. Continued mowing grass @ WTP, Lagoons, Pool, & Industrial Park Tower
  - b. Start Fall tank cleaning in September 2019
    - i. North & South Clarifiers
    - ii. North & South Rapid Mixers, completed
    - iii. Recarbonation basin, next week
  - c. Hypo tank replacement and door installation
    - i. Tanks have been plumbed and are in operation
    - ii. Garage door installed, trim out in a few weeks
6. WTP Capital Projects
  - a. Engineers continuing plant review, \$8M was received mid-August
    - i. Continued next stage, designing improvements of 1974 expansion (@ 90%)
    - ii. Hazen & Sawyer / Tri-TECH - continuing design plans
    - iii. Equipment design drawings submitted to Hazen & Sawyer
    - iv. Meeting scheduled for Friday, August 17<sup>th</sup>, 2019
  - b. Project #1, Completed
  - c. Project #2, Completed
  - d. Project #3, Clarifier Replacement

## **Wastewater**

1. Completed daily operations: open/close WWTP, transfer wasted sludge twice daily, clean course bar screens daily, record influent/effluent readings three times daily, record sludge blanket depth/clarity, monitor all process equipment twice daily, transfer sodium aluminate/polymer/calcium nitrate as needed, perform all laboratory tests needed for operational control and permit compliance, check 13 lift stations daily (check

- generators/voice reporters and clean level probes weekly), perform buildings/grounds duties as needed
2. Buschur Electric worked on electric for sludge bunker; Sidney Spouting installed gutters and downspouts
  3. Contacted OEPA and inquired about approval of Jim Smith's fields for biosolids application
  4. Assisted Sewer Collection crew with two manhole confined-space entries
  5. Justin Larck / Electro Controls programmed RAS vfd and started up unit
  6. Completed SOUR test on AD#1; transferred to mixing tank
  7. Scheduled utility department scada meeting for October 15 with Mike Stark / VT Scada
  8. Received quotes for south fence repair and north gate replacement; submitted purchase requisition for gate replacement to D&M Fencing
  9. Started setting up core drill for airline plumbing for mixing system in back sludge storage tank; worked on plumbing/welding of stainless pipe
  10. Contacted Brian May/Access Engineering for budget number to develop cost estimates for storm-flow equalization and bypass disinfection

### **Electric Distribution**

1. Set 10 poles
2. New services
  - a. 1 Underground
3. Replacement/upgrade
  - a. 4 Undergrounds
  - b. 1 Overhead
4. Street lights
  - a. 3 Repairs
  - b. 2 Replaced
  - c. 1 New Pole
5. Underground Locates (OUPS) 116
6. Traffic Signals
  - a. Install digital radar unit for west bound left turn- Market & Ash- Security Signal
7. Substations
  - a. Soloman rep. in to reglaze chipped skirts on 69kv bushings- McGraw transformer, Summit Street
  - b. Continue work on system mapping
8. Request or Miscellaneous Jobs
  - a. Remove temporary power- Bryson Park
  - b. Install more brackets and Veterans Banners
  - c. Remove flower pots downtown and West Bank Road
  - d. Remove flower pots West Bank Road, and banners
  - e. Repair aerator on West Bank Road
9. Trouble Calls
  - a. 9/25/19- Holly and Johnson area- replace failed pad mount transformer
  - b. 9/28/19- State Route 127 north- replace failed pothead for UG service
  - c. 9/28/19- Monroe Road- killed a bird

- d. 9/30/19- Replace damaged URD and vault- between Touvelle Street and Jill Avenue
- e. 10/1/19- Behind old Walmart center- semi caught low phone line and broke pole off with 250 kva transformer, replace with pad mount transformer
- f. 10/3/19- Car hit pad mount recloser at Crown off of Grand Lake Road

#### 10. Large Projects

- a. Directional bore for UG primary and secondary- Enterprise Street north of Livingston- east side, pull wire and set transformers and vaults, terminate, energize UG and wreck out OH
- b. Replace pole and 3 can bank- northwest corner of Pro Drive and Grand Lake Road
- c. Replace 2 pad mount transformers and wire in Fairgrounds
- d. Set pole and build 3 can n=bank- Celina Mendon Road for VTF irrigation system, also install cutouts and arresters and slack spans
- e. Set needed poles Neptune Mendon Road, Barber Warner Road and reconductor from #6 copper to #2 aluminum
- f. Replace pole and station 500 and 600 block east Fulton and Livingston, replace 2 more transformers and rehook secondary's
- g. Wreck out old pole line and build station along Staeger Road at old dumpster man property
- h. Relocate UG service to new pole and pull pole- Township Line south of Schleucher Road
- i. Repair guy wires hit by mowers- by Walnut Street substation and Frahm Pike west of Wabash Road
- j. Bore in conduit to replace OH- behind old Walmart

#### **Income Tax – September 2019**

	2017 Month-to- date	2018 Month-to- date	2019 Month-to- date	2017 Year-to-date	2018 Year-to-date	2019 Year-to-date	2019 vs 2018 Year change	2019vs 2018 Year percent
Business	198,437.98	283,063.02	214,971.78	804,714.20	832,597.21	847,565.22	14,968.01	1.7
Non Resident Bus	7,705.11	3,210.76	3,673.53	105,345.82	52,942.06	71,030.54	18,088.48	34.1
Resident	44,050.39	40,360.00	45,534.47	627,336.28	650,974.66	707,647.17	56,672.51	8.7
Non- resident	2,963.96	4,326.79	3,212.99	59,786.12	70,178.53	70,889.84	711.31	1.0
Withholding	313,312.84	358,277.71	371,743.62	3,107,317.69	3,245,465.52	3,295,731.08	50,265.56	1.5
Non Resident W/H	6,208.57	6,610.30	8,133.69	78,128.14	95,553.78	103,181.56	7,627.78	7.9
Grand Total	572,678.85	695,848.58	647,270.08	4,782,628.25	4,947,711.76	5,096,045.41	148,333.65	2.9

	2016	2017	2018	2019
January	\$508,577.48	\$516,516.97	\$476,665.83	\$457,302.65
February	\$547,395.39	\$380,935.74	\$400,627.74	\$416,481.74
March	\$487,844.17	\$553,910.83	\$489,686.20	\$509,758.48
April	\$720,525.29	\$694,964.08	\$676,370.43	\$655,859.08
May	\$684,987.23	\$704,868.16	\$805,364.57	\$828,197.94
June	\$544,851.44	\$526,539.06	\$592,217.55	\$754,024.14
July	\$443,860.24	\$473,797.12	\$446,556.17	\$434,062.65
August	\$395,829.78	\$358,417.44	\$364,374.69	\$393,088.65
September	\$579,320.16	\$572,678.85	\$695,848.58	\$647,270.08
October	\$451,848.16	\$454,378.79	\$475,426.79	
November	\$349,370.48	\$357,054.14	\$404,081.65	
December	\$466,973.03	\$484,723.58	\$627,345.52	
<b>Grand Total</b>	\$6,181,382.85	\$6,078,784.76	\$6,454,565.72	