

## **Administrative Report**

### **October 25, 2019 to November 7, 2019**

#### **Administration**

1. Selling miscellaneous items on Gov Deals
2. Civil Service Patrolman Exam will be Saturday, November 16<sup>th</sup> at 9:00 AM at the Central Services Building
3. Civil Service Firefighter/Paramedic Exam will be Saturday, December 7<sup>th</sup> at 9:00 AM at the Central Services Building
4. Miscellaneous employee changes/questions
5. Employee accruals
6. Payroll

#### **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. 7353 – Alex Ball – 222 N. Lake St. - Fence
  - b. 7354 – Sierra Fent – 609 Echo St. – Fence
  - c. 7355 – Michael Donthnier – 910 Canterbury Dr. – Accessory Building

\*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. 243 Leona St.- checking into a camper issue
4. Code Enforcement:
  - a. City mowed 4 properties (vacant)
5. Planning Commission:
  - a. Meeting scheduled for November 14, 2019
6. 2019 Construction Updates:
  - a. 2018 North Main Street Improvements:
    - i. North Main St. 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 project.
  - e. 2018 East Livingston Street Improvements:
    - i. PAB Construction Co. has completed the Livingston St. project, phases 1 and 2 with the exception of a final punch list. Final punch list will include final grading and seeding in the tree lawn areas. This is scheduled to be completed in spring 2020.
  - 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 completed the 8" waterline installation and new services to residents and businesses from just East of Brandon Ave. to Main St. Asphalt is currently being placed and will be completed this week. Substantial completion is November 15, 2019. Final grading and seeding of tree lawn areas is scheduled to be completed in spring 2020.

### **Fire Department**

1. Runs to Date:
  - a. Squad- 88; Total Year- 1,651
  - b. Fire- 15; Total Year- 352
  - c. Primary Squad Runs for other Branches- 3; Total Year- 55
2. EMS training (3hours) will be conducted on November 19<sup>th</sup>- 21<sup>st</sup>
3. The fire escapes at City Hall have been repainted
4. The boat has been pulled out of the water for the winter
5. On October 30<sup>th</sup> at 5:45 PM had a vehicle fire inside an out building at the Mercer County home. The building and the vehicle were a total loss
6. On Saturday, November 3<sup>rd</sup> at 10:22 AM had a small attic fire at 561 E. Livingston Street Apartment C; estimated loss \$1,000

### **Police Department**

1. Calls for Service- 726
2. Reports Written- 82
3. Arrests- 25
4. Citations- 14
5. Crashes- 14
6. Warnings- 41
7. Junk Vehicle Reports:
  - a. 644 N. Sugar Street - Notice served.
  - b. 315 Touvelle Street - Vehicle photographed.
  - c. 1009 Briar Lane - No vehicle matching complaint located. Case closed.
  - d. 206 E. Livingston Street - Notice completed for service.
  - e. 322 W. Warren Street - Notice served. 1 vehicle removed, 1 vehicle remaining on property.
  - f. 520 Sycamore Street - 2 vehicles removed, 1 remaining on property.
  - g. 113 Morton Street - Vehicle removed by owner. Case closed.
  - h. 316 E. Anthony Street - Vehicle removed by owner. Case closed.
  - i. 825 South Street - Notice served.
  - j. 245 Jewett Drive - Notice served.
  - k. 213 Parkview Drive - Notice served.
  - l. 634 W. Wayne Street - Notice served.
  - m. 520 Sycamore Street - Notice served.
  - n. 225 S. Ash Street - Notice served.
  - o. 206 E. Livingston Street - Notice served.
8. Total Police Department Calls for Services, YTD: 15,677

### **Parks and Recreation**

1. Working on equipment returns
2. Ordering supplies for next year for baseball, softball, and football
3. Office work
4. Entering grade system into Team Sideline for participants who played rec sports in 2019

### **Parks Maintenance**

1. Dump trash from parks
2. Cleaned up boardwalk from geese
3. Serviced parks equipment
4. Mulch leaves
5. Winterize restrooms and splash pad
6. Remove soccer goals
7. Planting trees in parks, trees in Bryson Park District look great

### **Public Works**

1. Sweep downtown
2. Leaf collection
3. Sweep streets
4. 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. Flushing fire hydrants completed

### **Sewer Collection**

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

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

1. Billed 1,866 customer billings
2. Shut off 19 customers
3. Mailed out 258 delinquent notices
4. Sent out final billings and refunds
5. Meter readers continue to read

### **Water Treatment Plant**

1. Completed 34 microbiology samples
2. Continued weekly sampling for Microcystin analysis:
  - a. Raw Water 10/29/19 – 60.3 ug/L

- b. Raw Water 11/05/19 – 8.1 ug/L
  - c. All Finished Water Samples were Non-Detect for Microcystin Toxin
  - d. Continued Microcystin Sampling for outside communities (Paulding, Van Wert, Delphos) and for Grand Lake St Marys State Park (West Beach project)
  - e. qPCR Sampling concluded for the 2019 recreation season
- 3. Bryson Pool Operations
  - a. Pool is closed for the season
    - i. Maintenance list received from pool staff for next season
- 4. Water Dept. Training
  - a. AWWA Technology Committee meeting scheduled for November 19<sup>th</sup>, 2019
- 5. WTP Buildings, Grounds, & Operations:
  - a. Continued mowing grass @ WTP, Lagoons, Pool, & Industrial Park Tower
  - b. Quarterly Inline Turbidimeters/Chlorine Analyzer calibrations performed 11/07/19 (Hach Co.)
  - c. Continued Fall tank cleaning
    - i. North & South Clarifiers,
    - ii. North & South Rapid Mixers, completed
    - iii. Recarbonation basin, completed
    - iv. Water system flushing completed
- 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. Sludge testing with OSU ongoing
  - 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 coarse 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. Craig Knapke dropped off preliminary drawings of sludge dewatering project, discussed changes needed, he dropped off revised preliminary drawing for review; Kerry and Jason studied in more detail and made further changes, resubmitted to Craig Knapke
- 3. Confirmed from Jared Ebbing that Scotty's LS in 2020 budget for replacement

4. Relocated some sludge in old bunker to new bunker to allow better maneuverability
5. Pumped storm water from west mixing tank for inspection of VertiMix tank installation
6. Larry Bell from Instrument & Chemical Services performed the required calibration verification on the WWTP flow meters
7. Performed confined space entry at the St Rte. 703 flowmeter manhole to inspect and clean flow meter sensors and verify accurate flow measurement
8. Began winterization process on lift stations
9. Installed control panel heater circuit at Kessler lift station

### **Electric Distribution**

1. Set 4 poles
2. New services
  - a. 3 Underground
3. Replacement/upgrade
  - a. 5 Undergrounds
4. Street lights
  - a. 4 Repairs
  - b. 4 Replaced
5. Underground Locates (OUPS) 55
6. Traffic Signals
  - a. Test conflict monitors, inspect and clean traffic control cabinets- all signalized intersections
    - i. Security Signal Tech & CMU
  - b. Install new traffic control cabinet at State Route 703/Grand Lake Road and State Route 29
    - i. Original cabinet destroyed by car- 3/7/19; Security Signal Tech & CMU
  - c. Replace failed pedestrian light- Main & Livingston east bound south side
7. Substations
  - a. Continue work on system mapping
  - b. Download information and prepare report for Heartland Dairy- Tama Road
  - c. Replace Electro Industries meter at Walnut Substation
  - d. Test, inspect and clean all battery strings at all substations- Alpine Power Tech.
  - e. Monthly metering downloads
8. Tree Trimming
  - a. Remove 4 trees and stumps, trim 2 trees along loop line- Springer & Sons
9. Request or Miscellaneous Jobs
  - a. Work on axle replacement on pipe trailer
  - b. Replace lamps at Administration Building
10. Trouble Calls
  - a. 10/25/19- Kohen Farms- Hellwarth Road- replace leaking 3 phase pad mount transformer upsize from 150kva to 300kva, 277/480 volt
  - b. 10/27/19- Cherry Street- killed squirrel
  - c. 11/3/19- Gause Road outage
11. Large Projects
  - a. Continue work for UG primary and secondary- Eastview Drive and Bacher Road

- i. Pull wire and set transformers and vaults, terminate, energize UG and wreck out OH
- b. Stose Farms- Stose Road- Pull in 1 phase primary (390') and set transformer for new building
- c. Hook up services for Century Link- Oregon and Township Line Road and Schleucher Road and Tama Road
- d. Replace Poles- E. Livingston Street, Redbud Avenue, Bayview Drive
- e. Reinstall fiber line northwest side of Fairgrounds that had been torn down

### **Income Tax – October 2019**

|                        | 2017<br>Month-to-date | 2018<br>Month-to-date | 2019<br>Month-to-date | 2017<br>Year-to-date | 2018<br>Year-to-date | 2019<br>Year-to-date | 2019 vs 2018<br>Year change | 2019vs<br>2018<br>Year<br>percent |
|------------------------|-----------------------|-----------------------|-----------------------|----------------------|----------------------|----------------------|-----------------------------|-----------------------------------|
| Business               | 25,036.88             | 63,480.62             | 55,000.49             | 829,751.08           | 896,077.83           | 902,565.71           | 6,487.88                    | 0.7                               |
| Non<br>Resident<br>Bus | 1,244.20              | 1,617.15              | 5,016.07              | 106,590.02           | 54,559.21            | 76,046.61            | 21,487.40                   | 39.3                              |
| Resident               | 23,850.62             | 22,690.54             | 28,611.67             | 651,186.90           | 673,665.20           | 736,258.84           | 62,593.64                   | 9.2                               |
| Non-<br>resident       | 3,279.00              | 2,798.00              | 3,122.51              | 63,065.12            | 72,976.53            | 74,012.35            | 1,035.82                    | 1.4                               |
|                        |                       |                       |                       |                      |                      |                      |                             |                                   |
| Withholding            | 386,596.16            | 368,722.01            | 384,091.62            | 3,493,913.85         | 3,614,187.53         | 3,679,822.70         | 65,635.17                   | 1.8                               |
| Non<br>Resident<br>W/H | 14,371.93             | 16,188.47             | 13,889.08             | 92,500.07            | 111,672.25           | 117,070.64           | 5,398.39                    | 4.8                               |
|                        |                       |                       |                       |                      |                      |                      |                             |                                   |
| Grand Total            | 454,378.79            | 475,426.79            | 489,731.44            | 5,237,007.04         | 5,423,138.55         | 5,585,776.85         | 162,638.30                  | 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          | \$489,731.44 |
| November           | \$349,370.48          | \$357,054.14          | \$404,081.65          |              |
| December           | \$466,973.03          | \$484,723.58          | \$627,345.52          |              |
| <b>Grand Total</b> | <b>\$6,181,382.85</b> | <b>\$6,078,784.76</b> | <b>\$6,454,565.72</b> |              |