

**Administrative Report**  
**October 19, 2018 to November 8, 2018**

**Engineering Department**

1. Department Projects:
  - a. Zoning Permits//311 updates //Code Enforcement//Planning Commission Meeting Schedule //Board of Zoning Appeals Schedule //N. Main Street Improvements//Welcome Signs Project//Cemetery Electronic Layout Project
2. Zoning Permits:
  - a. 7259 – DAC Investments LLC – 1650 Industrial Dr. – Non-Residential Addition
  - b. 7260 – Chris Weitzel – 607 Elm St. – Detached Garage
  - c. 7261 – VFW – 1118 W. Logan St. – Sign
  - d. 7262 – West Lake Condos Association – 1125 West Bank Rd. #206 – Accessory Structure
  - e. 7263 – Bill Cook – 1206 Lilac Dr. – Shed
  - f. 7264 – Shandy Mullins – 321 N. Brandon Ave. – Fence
  - g. 7265 – Miller Contracting Group – 1005 Grand Lake Rd. – Sign
  - h. 7266 – Dustin Schwieterman – 2210 Eaglebrooke Circle – SF Dwelling
3. Violations: High Weeds/Grass and/or Trash
  - a. 115 Touvelle
  - b. 604 N. Walnut
  - c. 524 N. Walnut
  - d. Empty lot on Grand Lake Rd.
4. Zoning Violations:
  - a. 565 E. Market St. – Coles Motel – Zoned B-1, not zoned for apartments
  - b. 225 S. Main St. – Celina Motel – Zoned B-2, not zoned for apartments
  - c. 206 E. Livingston St. – Zoned B-2, not zoned for apartments
  - d. 1452 James Ave. – Zoned R-1, complaint of a home occupation of grooming and boarding of animals, not zoned for business.
5. Planning Commission:
  - a. Planning Commission meeting is scheduled for November 15 at 7:00 pm. There is one item (possibility for a second item) on the agenda:
    - i. CG&H Buildings, Inc. – building addition at 1650 Industrial Dr.
6. Board of Zoning Appeals:
  - a. Board of Zoning Appeals meeting is scheduled for November 15 at 6:00 pm. There is one item on the agenda:
    - i. VFW – permission for a single LED sign

**Fire Department**

1. Runs to Date
  - a. Squad- 101; Total Year- 1,507
  - b. Fire- 41; Total Year- 292
  - c. Primary Squad Runs for Other Branches- 3; Total Year- 72
  - d. October Training- 42 hours
  - e. October Inspections- 86

2. On October 22, 2018 had a building fire caused by a baler at 5139 Brown Road. The fire destroyed the baler, two tractors and damaged the building for a \$300,000 loss. Coldwater Fire Department provided automatic aid
3. Mercer County Fire Association Meeting will be held on November 15, 2018 at our station
4. Department Officer's meeting will be held on November 25<sup>th</sup>
5. Auxiliary Training will be held on Wednesday evening November 7th

### **Police Department**

1. Calls for Service- 1,080
2. Reports Written- 156
3. Arrests- 40
4. Citations- 33
5. Crashes- 23
6. Warnings- 75
7. Reports of Interest:
  - a. On Monday, November 7, 2018, Mayor Hazel swore in Jacob Stolly of Celina as the latest patrolman for the City of Celina. Stolly is a 2016 graduate of the Celina High School. He was a good student and athlete, playing both basketball and football for the Bulldogs. He went to Rhodes State College to earn a degree in Criminal Justice and to attain his Ohio Peace Officer certification. He'll make a great addition to the roster. His hiring brings the Police Department to full staff. Thank You.
  - b. On Tuesday evening, November 8, 2018, a man on South Ash Street allegedly threatened to harm himself and retreated to the crawl space of his home. He refused to come out for officers. The space was cramped and very difficult to maneuver. Assistant Chief Dan Harting and Patrolman Kyle Balthis volunteered to go under the house, belly crawling and twisting between pipes and floor joists to get the unreasonable man. The man swung a pipe and began jerking on a gas line under the house. His volatility increased and he had to be subjected to two TASER applications. Once the man settled down, officers had to cut away duct work to make a path out. The man was taken to jail on multiple charges and held pending a mental health evaluation and a court appearance. Both officers should be commended for their selfless devotion and effort to keep our citizens safe.
8. Total Police Department Calls for Services, YTD: 17,796

### **Parks and Recreation**

1. Working on football uniform returns
2. Little League Football- Commissioners Meeting
3. Advisory Board Meeting- November 8, 2018
4. Office Work
5. Attended Little League Football Super Bowl and after season party

### **Parks Maintenance**

1. Dumped trash from parks

2. Cleaned up boardwalk from geese
3. Cleaned and winterized restrooms for Winter, kept both newer restrooms opened at Eastview Park that are heated
4. Winterized all drinking fountains
5. Cleaned shelter houses
6. Mow grass
7. Remove all but one soccer field goals, kept one in for travel league practice

### **Public Works**

1. Patched potholes
2. Repaired asphalt to gas and water repairs
3. Sweep city streets
4. Repairing catch basins
5. Completed unscheduled brush and limb collection due to high winds
6. Leaf collection started 10/22/18 and will end 12/14/18
7. Picked up equipment in Columbus for Police Department

### **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

### **Sewer Collection**

1. Locates for utilities
2. GIS Sewer System
3. Jet sanitary and storm sewers
4. Camera sewers for repairs
5. Repair sanitary sewers
6. Repair catch basins
7. Help other departments with hydro excavations

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

1. Billed 2,638 customer billings
2. Sent out 269 delinquent billings
3. Sent out final billings and refunds
4. Meter Readers continue reading

### **KWH Tax October 2018**

	<b>Number of KWHs Distributed</b>	<b>Tax</b>
Inside Accounts	11,414,076	\$46,226.72
Outside Accounts	<u>7,905,786</u>	<u>\$30,805.32</u>
Total for All Accounts	19,319,862	\$77,032.04

### **Water Treatment Plant:**

1. Completed 55 microbiology samples
2. Continued weekly sampling for Microcystin analysis:
  - a. Raw Water 10/23/18 – 73.2 ug/L
  - b. Raw Water 10/30/18 – 52.2 ug/L
  - c. Raw Water 11/06/18 - 30.1 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
  - i. Water service shut off for season, to be winterized before Thanksgiving
4. Water Dept. Training
  - i. Celina hosted October 18<sup>th</sup>, 2018, Ohio AWWA NW District meeting
    1. 145 registered guests at seminar
    2. 95 toured Celina WTP
  - ii. Two Operators (Ben Ford, Seth Hipply) took Class III Water Supply Examinations on November 7<sup>th</sup>, 2018
    1. Awaiting results (approx.. 2 weeks)
5. WTP Buildings, Grounds, & Operations:
  - a. 1952 Flocculator replacement
    - i. Continuing to optimize performance of new flocculators
6. WTP Capital Projects
  - a. Engineers continuing plant review, \$8M was received mid-August
    - i. Continued next stage, designing improvements of 1974 expansion
    - ii. Hazen & Sawyer / Tri-TECH - continuing design plans
  - b. Project #1, 3<sup>rd</sup> Floor Removal, 2<sup>nd</sup> Floor Roof Repair, & Basement Piping Removal
    - i. Jutte Excavating, start of project delayed due to poor weather conditions
  - c. Project #2, Wash Water Tank Pump Station Project
    - i. Metal siding and roofing completed
  - d. Project #3, Clarifier Replacement
    - i. 6 week OEPA run completed, OEPA approved

### **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, perform buildings/grounds duties as needed
2. Completed Sept. monthly reports (Phosphorus, LLHg, NO<sub>2</sub>+NO<sub>3</sub>, centrifuge) 10/18
  3. Completed and submitted Sept eDMR to OEPA 10/18
  4. Republic Services hauled two loads of biosolids to landfill each day 10/22,23,24
  5. Met with Pelton Environmental reps to discuss Huber screw presses and Seepex progressive cavity sludge pumps 10/23
  6. Transferred calcium nitrate to Eaglebrooke and Walmart lift stations 10/24
  7. Republic Services hauled 2 loads of biosolids to landfill each day 10/25,26
  8. Completed PAYQ entry, submitted time cards 10/29
  9. Updated Biosolids Records from landfill event 10/29
  10. Larry Bell/Chemical & Instrument Services calibrated bypass and effluent flowmeters and completed startup on 703 meter (new display installed) 10/30
  11. Alpha Liberty cleaned and calibrated lab balance 10/30
  12. Received revised sludge bunker drawings for rebid; reviewed and marked; met with Brian May/Access Engineering to discuss 10/31
  13. Replaced off float at Wal-Mart lift station, removed rag from #1 pump (seal fail fault showed on controller??), will monitor 24-hrs 10/31
  14. Began the winterization process on ultraviolet disinfection system 11/2
  15. McAfee's Communications checked poor operation of mobile radios in two Wastewater Department trucks. Determined units are 20 years old and in need of replacement 11/5
  16. Completed seal replacement, oil change, & field test of system 7 spare sewage pump – placed in storage 11/6,7
  17. Working on winter preparedness at wastewater plant – verifying placement and operation of heaters, snow removal equip., winter plant process equip, etc. 11/6,7
  18. Verified sludge feed pump manual operation is conducive for being utilized as a sludge supply pump for pilot testing of dewatering equipment for the 2019 dewatering capitol project at WWTP 11/7
  19. Winterized lift station control panels and verified proper heater operation 11/7

### **Electric Distribution**

1. Set 8 poles
2. New services
  - a. 3 Underground
3. Replacement/upgrade
  - a. 2 Undergrounds
  - b. 1 Overhead
4. Street lights
  - a. 12 Repairs
  - b. 2 Replaced
  - c. 2 New Pole
5. Underground Locates (OUPS) 95
6. Traffic Signals
  - a. Lilac and Myers signal repairs
7. Substations
  - a. Complete equipment and relay testing at Summit Substation

- b. Replace feeder #14 regulator at Havemann Substation
  - c. Nexus and Shark meter training- Electro Industries Rep.
  - d. Repair fence after transformer installation- Staeger Substation
  - e. CAPT bill and substation metering
8. Request or Miscellaneous Jobs
- a. 10/20/18- Intermediate School- Portland0 riser wire broken
  - b. 10/21/18- Mercer Road- riser broken
  - c. 10/26/18- Dollar General- no power- was store at 127 & 219 (DP&L)
  - d. 10/27/18- Miller Road west of Fleetfoot- traffic accident, pole knocked off
  - e. 10/28/18- West Logan by Friendly Market- lines down- was their parking lot wires
  - f. 10/29/18- 100 block alley between Touvelle and Leona- green box stuck by car- was Wabash Telephone
  - g. 11/1/18- Street light pole down- Meadowview, base rusted off
  - h. 11/1/18- Mendon area- tree fell and damaged lines- Neptune Mendon Road east of Celina Mendon Road
  - i. 11/4/18- Mercer Road- tree fell and took house drop down
  - j. 11/8/18- Repair primary conduit between North Walnut and North Main Street
  - k. 11/8/18- Repair service drop- Celina Street- damaged by tree
  - l. 11/8/18- Repair service drop 650 East Livingston for tree takedown- repair drop and replace
  - m. 11/8/18- Remove sheet metal from lines at Crown
9. Large Projects
- a. Replace leaking pad mount transformer- Yorkshire Court and Pat Drive
  - b. Continue pole replacement along State Route 703 west of Harbor Point Drive
  - c. Prep work for 1 phase UG installation for new apartment complex- Meadowview
  - d. Remove remaining street lights on North Main from Leona to Summit- due to road work
  - e. Replace 1 phase line pole on Miller Road after accident
  - f. Work in easement between Linden and Willow Street
  - g. Set poles in Fairgrounds- North boundary, for camping area
  - h. Set replacement street light poles- Meadowview- 1; Queensbury-1
  - i. Install conduits for new street lights- Main Street between Touvelle Street/Johnson Avenue to Summit Street/Myers Road
  - j. Straighten poles on Frahm Pike where slack span was low
  - k. Pull wire, set and terminate transformer (3<sup>rd</sup> one) new dairy farm- State Route 33 and Hasis Road

### Income Tax – October 2018

	2016 Month-to-date	2017 Month-to-date	2018 Month-to-date	2016 Year-to-date	2017 Year-to-date	2018 Year-to-date	2018 vs 2017 Year change	2018vs 2017 Year percent
Business	29,865.80	25,036.88	63,480.62	892,836.17	829,751.08	896,077.83	66,326.75	7.9
Non Resident Bus	1,045.63	1,244.20	1,617.15	68,826.57	106,590.02	54,559.21	-52,030.81	-48.8
Resident	17,644.21	23,850.62	22,690.54	676,753.98	651,186.90	673,665.20	22,478.30	3.4
Non- resident	3,337.67	3,279.00	2,798.00	69,056.87	63,065.12	72,976.53	9,911.41	15.7
Withholding	386,020.04	386,596.16	368,722.01	3,548,966.57	3,493,913.85	3,614,187.53	120,273.68	3.4
Non Resident W/H	13,934.81	14,371.93	16,118.47	108,599.18	92,500.07	111,672.25	19,172.18	20.7
Grand Total	451,848.16	454,378.79	475,426.79	5,365,039.34	5,237,007.04	5,423,138.55	186,131.51	3.5

	2015	2016	2017	2018
January	\$461,309.86	\$508,577.48	\$516,516.97	\$476,665.83
February	\$440,373.57	\$547,395.39	\$380,935.74	\$400,627.74
March	\$338,693.94	\$487,844.17	\$553,910.83	\$489,686.20
April	\$712,549.78	\$720,525.29	\$694,964.08	\$676,370.43
May	\$591,086.13	\$684,987.23	\$704,868.16	\$805,364.57
June	\$397,763.33	\$544,851.44	\$526,539.06	\$592,217.55
July	\$443,451.27	\$443,860.24	\$473,797.12	\$446,556.17
August	\$401,985.25	\$395,829.78	\$358,417.44	\$364,374.69
September	\$457,422.17	\$579,320.16	\$572,678.85	\$695,848.58
October	\$432,787.29	\$451,848.16	\$454,378.79	\$475,426.79
November	\$389,309.64	\$349,370.48	\$357,054.14	
December	\$352,031.92	\$466,973.03	\$484,723.58	
<b>Grand Total</b>	\$5,220,190.88	\$6,181,382.85	\$6,078,784.76	