

**Administrative Report**  
**November 22, 2018 to December 13, 2018**

**Engineering Department**

1. Department Projects:
  - a. Zoning Permits//311 updates //Code Enforcement//Planning Commission Meeting Schedule //N. Main Street Improvements//Cemetery Project
2. Zoning Permits:
  - a. 7271 – Grant Laffin – 113 W Anthony St. – Residential Addition
3. 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.
4. Planning Commission:
  - a. There is a Planning Commission meeting scheduled for December 27 at 7:00 pm. There is one item on the agenda for a lot split for the rear of property address 502 Elm St.

**Fire Department**

1. Runs to date:
  - a. Squad- 109; Total Year- 1,688
  - b. Fire- 22; Total Year- 323
  - c. Primary Squad Runs for other Branches- 2; Total Year- 76
  - d. 48 fire inspections were completed in November and 33 hours of training was conducted
2. The new electrical panels are being installed in City Hall. Project approximately 75% complete. Additional problems were found and will be corrected next year.
3. Assisted Coldwater Fire & EMS on the traffic accident on Fleetfoot near Younger Road, involving a farm tractor vs. SUV. Provided 2 squads. 4 of the 6 patients were flown by 3 helicopters.
4. Shift change of personnel will be completed January 1<sup>st</sup> through January 5<sup>th</sup>. Personnel will be removed around to different shifts.

**Police Department**

1. Calls for Service- 1,152
2. Reports Written- 205
3. Arrests- 40
4. Citations- 36
5. Crashes- 17
6. Warnings- 113
7. Reports of Interest:
  - a. Early Monday morning, 12/10/2018, Celina Police officers conducted a traffic stop which lead officers to develop probable cause for a search warrant of the residence at 430 S. Mill St. As a result of the search warrant officers seized a

nominal amount of powdered meth, also known as ice, along with a knife which was labeled to indicate it was intended for use against police as well as a loaded handgun. Three people were arrested for a combination of drug charges and existing warrants. Charges for weapons violations are under review at this time.

- b. As of this writing, plans are being finalized for the Annual Shop with a Cop which Celina P.D. organizes. It will be held Saturday, 12/15/2018. We receive help with logistics of the event from C.A.L.L. Food Pantry and Grand Lake Law Enforcement Association. We have received a large donation from R.J. Corman Railroad as well as from CALL Food Pantry and Midwestern Ohio Association of Realtors. We expect to help 20 children have a good Christmas this year.
8. Total Police Department Calls for Services, YTD: 19,535

### **Parks and Recreation**

1. Office work
2. Inspecting, cleaning, sanitizing baseball, softball and football helmets

### **Parks Maintenance**

1. Dumped trash from parks
2. Cleaned up boardwalk from geese
3. Cleaned shelter houses
4. Picked up leaves in parks
5. Transplanting trees from Mercer County Sportsman's to Eastview Park, several nice Oak trees and Arborvitae trees

### **Public Works**

1. Patched potholes
2. Sweep city streets
3. Leaf collection started 10/22/18 and will end 12/14/18
4. Worked on equipment
5. Checked all snow plow equipment and made minor repairs
6. Install Montgomery Field sign

### **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. Jet sanitary and storm sewers
3. Cleaned catch basins
4. Camera sewers for repairs
5. Repair sanitary sewers
6. Checking conditions of sewers for West Market Street Improvements

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

1. Billed 1,937 customer billings
2. Shut off 16 customers
3. Sent out final billings and refund checks
4. Meter readers continue reading routes
5. Sent out 296 delinquent letters

### **KWH Tax November 2018**

	<b>Number of KWHs Distributed</b>	<b>Tax</b>
Inside Accounts	12,386,027	\$50,513.36
Outside Accounts	<u>8,645,101</u>	<u>\$34,081.31</u>
Total for All Accounts	21,031,128	\$84,594.67

### **Water Treatment Plant:**

1. Completed 34 microbiology samples
2. Continued weekly sampling for Microcystin analysis:
  - a. Raw Water 11/20/18 – 48.0 ug/L
  - b. Raw Water 11/27/18 – 23.2 ug/L
  - c. Raw Water 12/05/18 – 32.3 ug/L
  - d. Raw Water 12/12/18 – 4.6 ug/L
  - e. All Finished Water Samples were Non-Detect for Microcystin Toxin
  - f. Continued Microcystin Sampling for outside communities (Paulding, Van Wert, Delphos)
  - g. Conducted a special series of jar tests and Microcystin analyses for the Village of Cadiz, OH (in conjunction with Hull & Associates, Dublin, OH) – December 6<sup>th</sup> & 7<sup>th</sup>
    - i. 43 Microcystin Samples total
3. Bryson Pool Operations
  - i. Winterized and closed for season
4. Water Dept. Training
  - a. Ben Ford and Seth Hippy both earned their OEPA Class III Water Supply certifications
5. 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
    - iii. Continued communication with Dennis Johnson on equipment design

- b. Project #1, 3<sup>rd</sup> Floor Removal, 2<sup>nd</sup> Floor Roof Repair, & Basement Piping Removal
  - i. Jutte Excavating – Removal of 3<sup>rd</sup> Floor, including old lime bins & piping completed
  - ii. Old piping from south basement started
  - iii. 2<sup>nd</sup> floor old roof material removed, scheduled for Monday December 16<sup>th</sup> for replacement by Cotterman Roofing
- c. Project #2, Wash Water Tank Pump Station Project
  - i. Metal roofing ends, spouting, & caulking need completed, weather permitting
- d. Project #3, Clarifier Replacement
  - i. 6 week OEPA run completed, OEPA approved, project on hold until meeting

### **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, perform buildings/grounds duties as needed
2. Met with Mike Zumburg to discuss 2019 sludge application 11/27
3. Troubleshoot bridge stalled out (2 blown fuses from freezing rain) 11/27
4. Troubleshoot Martz generator cranking but not firing during startup; shot of ether resolved problem 11/27
5. Administrative Council accepted and awarded sludge bunker bid to Jutte Excavating 11/28
6. Republic Services hauled two loads of biosolids to landfill 11/29
7. Met with Jim Smith to discuss application of biosolids to his farmland; if still interested would get OEPA approval 11/29
8. Transferred calcium nitrate to Eaglebrooke and Walmart lift stations 11/30
9. Researched fuses needed for bridge control; replaced two incorrect fuses; laminated picture with correct fuses and put inside control panel 11/30
10. Completed SOUR on AD#3 12/2; transferred to mixing tank 12/4
11. Contacted Brian May to see when Pre-Construction meeting was needed for bunker project, he was contacting Jutte Excavation 12/4
12. Called Thees Machine to check on status of 450 recycle pump part needing machined 12/4
13. Checked out Scotty's voice reporter not working (cleaned test switch) 12/5/18
14. Met with Jim Smith and received confirmation that he wants to register his farm fields for OEPA authorized sites for sludge application 12/7; worked on site authorization process 12/11

15. Met with CROWN Environmental/Safety Engineers at facility to view discharge locations and wastewater inputs to these stations 12/10; provided written statement that the Celina POTW accepts their discharge to satisfy their in-house audit 12/12
16. Troubleshoot Martz generator not firing 12/11; laminated pics for cold weather no-start SOP for Martz generator and placed inside generator on door panel 12/12

### **Electric Distribution**

1. Set 1 pole
2. New services
  - a. 1 Underground
  - b. 1 Overhead
3. Replacement/upgrade
  - a. 1 Undergrounds
4. Street lights
  - a. 21 Repairs
  - b. 1 Replaced
  - c. 2 New Pole
5. Underground Locates (OUPS) 92
6. Traffic Signals
  - a. Work on traffic controllers to get them on master system- security signal
7. Substations
  - a. Continue installation of new Shark metering- Summit Substation
  - b. Work on connections and animal guard installation- new transformer at Staeger Substation
  - c. Complete testing of new transformer (Power Services) and energize- Staeger Substation
  - d. Complete annual testing of all battery strings at all substations- Alpine Power
8. Request or Miscellaneous Jobs
  - a. Complaints from Rubber Recycling, Grand Lake Road- set and download voltage recorder
  - b. Repair service drop- West Logan Street
  - c. Repair service- Newcomb Road
  - d. Download meter at MVP dairy- Hasis Road
  - e. Annual hearing test for entire crew
  - f. More fiber line for splicing- Administration Building
9. Trouble Calls
  - a. 11/22/18- Shut off transformer #1 & #2 at Crown (rehook grounds in #1, switchgear replaced #2)
  - b. 11/23/18- Turn on transformers #1 & #2 at Crown
  - c. 11/27/18- Rubber Recycling- voltage problems- was their problem
  - d. 11/29/18- Celina Recycling- Mud Pike; replace blown fuse
  - e. 11/30/18- Oregon Road- replace blown fuse
  - f. 12/2/18- Township Line south of Frahm Pike- 3 phase pole knocked off- hit and run driver- large rural area out for 1-3 hours
10. Large Projects

- a. Continue work for new street lights- Main Street between Touvelle Street and Johnson Avenue to Summit Street/Myers Road
- b. Replace OH primary, 2 spans, with primary UG-State Route 118 north of Tama Road
- c. Straighten poles on Township Line south of Frahm Pike
- d. Install temporary lines at City Hal for panel change out
- e. Set new street lights and energize- North Main Street north of Johnson Avenue /Touville Street

**Income Tax – November 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	4,056.58	4,801.00	9,389.53	896,892.75	843,552.08	905,467.36	70,915.28	8.4
Non Resident Bus	1,633.35	807.00	1,126.34	70,459.92	107,397.02	55,685.55	-51,711.47	-48.1
Resident	14,514.89	11,270.75	17,300.83	691,268.87	662,457.65	690,966.03	28,508.38	4.3
Non-resident	1,437.00	570.00	1,014.00	70,493.87	63,635.12	73,990.53	10,355.41	16.2
Withholding	319,446.98	330,733.93	362,298.42	3,868,413.55	3,824,647.78	3,976,485.95	151,838.17	3.9
Non Resident W/H	8,281.68	8,871.46	12,952.53	116,880.86	101,371.53	124,624.78	23,253.25	22.9
<b>Grand Total</b>	<b>349,370.48</b>	<b>357,054.14</b>	<b>404,081.65</b>	<b>5,714,409.82</b>	<b>5,594,061.18</b>	<b>5,827,220.20</b>	<b>233,159.02</b>	<b>4.1</b>

	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	\$404,081.65
December	\$352,031.92	\$466,973.03	\$484,723.58	
<b>Grand Total</b>	<b>\$5,220,190.88</b>	<b>\$6,181,382.85</b>	<b>\$6,078,784.76</b>	