

**Administrative Report**  
**January 24, 2020 to February 6, 2020**

**Administration**

1. Sergeant Exam will be April 3<sup>rd</sup> and April 4<sup>th</sup>
2. Miscellaneous employee changes/questions
3. Employee bi-weekly accruals
4. Payroll
5. OSHA meeting for PERRP reporting

**Engineering Department**

1. Department Projects:
  - a. Zoning Permits //Code Enforcement//Planning Commission Meeting Schedule//Organizing Maps & Plans//Street Projects//EPA SWMP
2. Zoning Violations:
  - a. 243 Leona St. - checking into a camper issue (PD involved)
  - b. Signs placed in ROW; political signs
  - c. 1452 James St. – checking into a “home business”
  - d. 229 E Fayette St- possible church in garage (certified letter sent)
3. Planning Commission:
  - a. There is a meeting scheduled for February 13, 2020. (3 items on agenda)
4. Board of Zoning Appeals:
  - a. Board met on January 30, 2020 and approved a rear setback room addition at 1555 Greenview Dr.
5. 2020 Construction Updates:
  - a. 2018 East Livingston Street Improvements
    - i. PAB Construction Company has completed the Livingston Street project, phase 1 and 2 with the exception of a final punchlist. Final punchlist will include final grading and seeding in the tree lawn areas. This is scheduled to be completed in spring 2020.
  - b. 2020 Street Resurfacing Project
    - i. This project is currently in the planning and design stage. Access Engineering Solutions and the City of Celina expect to put this project out for bids sometime in late May early June with construction beginning sometime after the first of July.
  - c. 2020 ODOT Resurfacing (North Main Street)
    - i. The Ohio Department of Transportation (ODOT) has contracted with The Shelly Company to resurface N. Main Street from Fulton Street to the northern city limits on Main Street. This project has a June 30<sup>th</sup> completion date and a contract bid price of \$493,173.00.
  - d. 2020 ODOT West Market Street Reconstruction
    - i. ODOT accepted bids for this project Thursday, January 23<sup>rd</sup>. The Engineers estimate for this project was \$1,718,000.00. The apparent low bidder was Milcon Concrete Inc. from Try, Ohio with a bid of \$1,676,869.00. The 2<sup>nd</sup> low bidder was Eclipse Company LLC from

Chagrin Falls, Ohio with a bid of \$1,725,418.80. This project has a completion date of September 30<sup>th</sup>.

The natural gas lines in the area of this project have to be lowered before this project can get started. Dominion Energy is currently preparing this project for bids. They are expected to have their part of this project completed by March 1<sup>st</sup>.

- e. Police Department Cold Storage Building
  - i. The city took bids for this project on December 10, 2019. The engineers estimate for this building was \$400,000.00. There were 8 bids for this project with Miller Builder, LLC of Apple Creek, Ohio being the lowest with a bid of \$308,780.00. Miller Builder, LLC has been awarded the contract and this project has a completion date of September 1<sup>st</sup>.
- f. Water Treatment Plant Dissolved Air Flootation System Equipment (only)
  - i. The city and our consultant Hazen & Sawyer of Columbus, Ohio took bids for the water treatment plant equipment only on Thursday, January 30<sup>th</sup>. 3 bids were submitted for this equipment, tanks, pumps, etc. AWC Process Solutions LTD of Langley, BC, Canada was the apparent low bidder with a bid of \$2.395 million. The second low bidder was Suez Group with a bid of \$2.448 million.

The expected delivery time for this equipment is approximately 240 days. A contract of the construction of a building and installation of equipment will be put out for bid later this year.

### **Fire Department**

- 1. Runs to Date:
  - a. Squad- 81; Total Year- 204
  - b. Fire- 4; Total Year- 19
  - c. Primary Squad Runs for other Branches- 3; Total Year- 10
- 2. Mercer County Fireman's Association meeting is February 20<sup>th</sup> at Montezuma
- 3. Several members will be traveling to Appleton, Wisconsin to finalize the specs on the new engine on February 17<sup>th</sup>
- 4. Auxiliary training will be held February 12<sup>th</sup> and February 26<sup>th</sup>
- 5. Letters: Waste/Junk sent on 644 N. Sugar Street and 243 Leona Street
- 6. We have a fire prevention booth at the Spring Home Show (WCSM) at the Galleria on Sunday, February 23<sup>rd</sup>

### **Police Department**

- 1. Calls for Service- 617
- 2. Reports Written- 77
- 3. Arrest- 23
- 4. Citations- 17
- 5. Crashes- 6
- 6. Warnings- 46

7. Junk Vehicle Report:
  - a. 1709 E. Livingston Street- vehicle removed by owner, case closed
  - b. 327 E. Anthony Street- vehicle removed by owner, case closed
  - c. 416 W. Anthony Street- vehicle removed by owner, case closed
  - d. 644 N. Sugar Street- vehicle removed by owner, case closed
  - e. 624 North Street- multiple vehicles on property do not appear to be in violation of junk vehicle ordinance; observation ongoing
8. Total Police Department Calls for Services, YTD: 1,700

**Parks Maintenance**

1. Dump trash from parks
2. Cleaned up boardwalk from geese
3. Clean restrooms

**Public Works**

1. Sign repair
2. Working on equipment
3. Repair catch basins on Myers Road
4. Trim trees
5. Repair aerators at boat docks, rats keep chewing holes in air hose

**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 2,719 customer billings
2. Shut off 38 customers
3. Sent out 264 delinquent billings
4. Worked on final billings and refunds
5. Meter readers continued reading

**KWH January 2020**

	<b>Number of KWHs Distributed</b>	<b>Tax</b>
Inside Accounts	12,758,414	\$51,870.81
Outside Accounts	<u>6,828,690</u>	<u>\$27,516.48</u>
Total for All Accounts	19,587,104	\$79,387.29

## **Water Treatment Plant**

1. Completed 37 microbiology samples
2. Continued weekly sampling for Microcystin analysis:
  - a. Raw Water 01/28/20 – 1.4 ug/L
  - b. Raw Water 02/04/20 – 3.8 ug/L
  - c. All Finished Water Samples were Non-Detect for Microcystin Toxin
  - d. 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. Replacement pool area divider rope/floats received and ready to install
4. Water Dept. Training
  - a. AWWA meeting scheduled in April 2020
  - b. Technology Committee Meetings scheduled for;
    - i. February 25<sup>th</sup>, May 15<sup>th</sup>, August 18<sup>th</sup>, & November 17<sup>th</sup>, 2020
5. WTP Buildings, Grounds, & Operations:
  - a. Completed lime pump service
  - b. South raw water pump to be removed from service for repair next week
  - c. Continued Fall tank cleaning
    - i. North & South Clarifiers, cleanings completed
6. WTP Capital Projects
  - a. Engineers continuing plant review, \$8M was received mid-August
    - i. Clarifier Replacement Project – equipment bids received
      1. Site visits by bidding companies completed
    - ii. Sludge testing with OSU ongoing, additional samples will be collected on 2/7/20

## **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. Transferred polymer; received 2 totes of polymer
3. Discovered excessive water usage based on meter reading; found saturated area by Post-Aeration yard hydrant (tested positive for chlorine), called Water Distribution - made visit to WWTP
4. OEPA completed Annual Biosolids Inspection
5. St. Mary's WW staff made visit to Celina WWTP to look at centrifuge
6. Pulled #1 pump at Kessler LS due to seal fail; worked on repairing

7. Replaced alternator at Scotty's lift station
8. Water Distribution excavated around leaking hydrant by Post Aeration and cut/capped line
9. Completed Kessler pump seal replacement and reinstalled pump in wetwell; seal fail light still; ohmed sensor and learned sensor is bad, ordered new sensor and seal kit
10. Emailed Brian May to discuss triplex pump design for Scotty's LS due to I&I -Jared wants to keep duplex design; Brian met with Colburns to discuss property acquisition
11. Emailed Scott Gehle/Access Controls to provide panel quote for Scotty's LS; Scott stopped at WWTP to discuss and clarify
12. Collected #1 of 7 biosolids fecal sample; collected #2 of 7 biosolids fecal sample
13. Pumped rain water out of West sludge mixing tank
14. Met with Craig Knapke/Access Engineering for clarification on equipment specs on sludge dewatering project
15. Revised Confined-Space Entry Program policy

### **Electric Distribution**

1. Set 3 poles
2. Replacement/upgrade
  - a. 2 Undergrounds
3. Street lights
  - a. 4 Repairs
  - b. 18 Replaced
4. Underground Locates (OUPS) 40
5. Substations
  - a. Continue work on system mapping
  - b. Download substation metering
6. Request or Miscellaneous Jobs
  - a. Continue physical inventory counts
  - b. Replace lights and switches in board room at Admin. Building
  - c. Install more veteran banners
  - d. Clean all trucks ahead of yearly dielectric testing
7. Trouble Calls
  - a. 1/24/2020- 600 block N. Ash- half power- was their problem
  - b. 2/2/2020- Frahm Pike south of Miller Road- pole off- car accident
8. Large Projects
  - a. Continue work on Oregon Road from State Route 127 east to Hayes Road- county moving right of way back; move existing pole line back to edge of new right of way
  - b. Terminate primary UG wire to switchgear for generator at Reynolds & Reynolds
  - c. Clean up and raise lines on Meyers Road ahead of Crowncastle cable installation and replace existing street lights with LED's
  - d. Replace 3 phase line pole on Frahm Pike after traffic accident

### Income Tax – January 2020

	2018 Month-to-date	2019 Month-to-date	2020 Month-to-date	2018 Year-to-date	2019 Year-to-date	2020 Year-to-date	2020 vs 2019 Year change	2020vs 2019 Year percent
<b>Business</b>	13,216.38	21,560.29	15,301.07	13,216.38	21,560.29	15,301.07	-6,259.22	-29.0
<b>Non Resident Bus</b>	3,369.47	4,465.00	3,145.00	3,369.47	4,465.00	3,145.00	-1,320.00	-29.5
<b>Resident</b>	16,965.53	30,905.32	48,899.43	16,965.53	30,905.32	48,899.43	17,994.11	58.2
<b>Non-resident</b>	1,570.44	2,230.00	3,116.36	1,570.44	2,230.00	3,116.36	886.36	39.7
<b>Withholding</b>	420,147.00	379,131.18	373,503.97	420,147.00	379,131.18	373,503.97	-5,627.21	-1.4
<b>Non Resident W/H</b>	21,397.01	19,010.86	14,953.44	21,397.01	19,010.86	14,953.44	-4,057.42	-21.3
<b>Grand Total</b>	476,665.82	457,302.65	458,919.27	476,665.83	457,302.65	458,919.27	1,616.62	0.3

	2017	2018	2019	2020
<b>January</b>	\$516,516.97	\$476,665.83	\$457,302.65	\$458,919.27
<b>February</b>	\$380,935.74	\$400,627.74	\$416,481.74	
<b>March</b>	\$553,910.83	\$489,686.20	\$509,758.48	
<b>April</b>	\$694,964.08	\$676,370.43	\$655,859.08	
<b>May</b>	\$704,868.16	\$805,364.57	\$828,197.94	
<b>June</b>	\$526,539.06	\$592,217.55	\$754,024.14	
<b>July</b>	\$473,797.12	\$446,556.17	\$434,062.65	
<b>August</b>	\$358,417.44	\$364,374.69	\$393,088.65	
<b>September</b>	\$572,678.85	\$695,848.58	\$647,270.08	
<b>October</b>	\$454,378.79	\$475,426.79	\$489,731.44	
<b>November</b>	\$357,054.14	\$404,081.65	\$410,789.77	
<b>December</b>	\$484,723.58	\$627,345.52	\$580,818.02	
<b>Grand Total</b>	<b>\$6,078,784.76</b>	<b>\$6,454,565.72</b>	<b>\$6,577,384.64</b>	