

**Administrative Report**  
**February 22, 2019 to March 7, 2019**

**Engineering Department**

1. Department Projects
  - a. Zoning Permits//311 updates //Code Enforcement//Planning Commission Meeting Schedule //Cemetery Project//Small MS4 General Permit Annual Report//Organizing Maps & Plans
2. Violations: High Weeds/Grass and/or Trash
  - a. 1709 E. Livingston – Code enforcement violation for storage of junk
  - b. 512 E. Wayne – Zoning Violation
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
4. Planning Commission
  - a. There is a February Planning Commission meeting tentatively scheduled for March 28 at 7:00 pm.

**Fire Department**

1. Runs to Date:
  - a. Squad- 70; Total Year- 350
  - b. Fire- 13; Total Year- 80
  - c. Primary Squad Runs for other Branches- 5; Total Year- 17
  - d. Inspections completed in February- 26
2. Auxiliary training was completed on Wednesday, February 27<sup>th</sup>
3. Attended the Ohio Fire Chief's Winter Symposium on March 5<sup>th</sup> and March 6<sup>th</sup> in Columbus
4. Fire Department Paramedics will be recertifying their Neonatal Resuscitation Program on March 20<sup>th</sup> recertification will be done at the department by instructors from Mercer Health
5. On Monday, March 4<sup>th</sup> had a shed fire that spread to a house and an attached garage at 8911 Neptune Mendon Road just north of State Route 33. The shed was a total loss. The garage and house suffered moderate damage to the exterior. There were no injuries.

**Police Department**

1. Calls for Service- 659
2. Reports Written- 97
3. Arrests- 29
4. Citations- 18
5. Crashes- 10
6. Warnings- 56
7. Reports of Interest:
  - a. On Sunday, February 24, 2019 at about 10:43 PM Celina officers responded to a complaint from a concerned citizen regarding threats to the City Schools. A Celina High School student was involved with a group on social media and posted

a video clip of himself holding a realistic looking handgun. He told the others that they had better not go to school the next day.

The caller was rightfully concerned and reported the incident to police. The investigation revealed that the gun was an airsoft BB gun which did look real. The student who made the post was cooperative with police and stated it was a joke. Officials at the Celina City Schools were notified and will take disciplinary actions. The Mercer County Prosecutor's Office filed charges for inducing panic.

8. Total Police Department Calls for Service, YTD: 3,139

### **Parks and Recreation**

1. Working on team sponsorships
2. Online registration is available for baseball and softball

### **Parks Maintenance**

1. Dumped trash from parks
2. Cleaned up boardwalk from geese
3. Serviced parks equipment
4. Cleaned up woods at Eastview from wind storm

### **Public Works**

1. Patch holes
2. Clean equipment
3. Work on equipment
4. Trim trees in right of ways
5. Pick up brush and limbs from wind storm

### **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 water services for new construction

### **Sewer Collection**

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

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

1. Billed 1,846 customer billings
2. Sent out 250 delinquent letters
3. Shut off 11 accounts for non-pay
4. Sent out final billings and refunds
5. Meter readers continued reading

## **KWH Tax February 2019**

	<b>Number of KWHs Distributed</b>	<b>Tax</b>
Inside Accounts	14,348,231	\$58,804.57
Outside Accounts	<u>8,356,327</u>	<u>\$33,548.53</u>
Total for All Accounts	22,704,558	\$92,353.10

## **Water Treatment Plant**

1. Completed 42 microbiology samples
2. Continued weekly sampling for Microcystin analysis:
  - a. Raw Water 02/26/19 – 6.7 ug/L
  - b. Raw Water 03/05/19 – 7.1 ug/L
  - c. All Finished Water Samples were Non-Detect for Microcystin Toxin
  - d. Continued Microcystin Sampling for outside communities (Paulding, Van Wert, Delphos)
3. Bryson Pool Operations
  - i. Winterized and closed for season
  - ii. Basket House roof replacement awarded to Schmitz Enterprises
    1. PO for \$33,493.00 submitted
    2. To be completed in Sept. 2019
4. Water Dept. Training
  - a. March 21<sup>st</sup>, 2019, OAWWA District Meeting, Sandusky, Ohio, 4 operators attending
5. WTP Buildings, Grounds, & Operations:
  - a. South lime feed pump repair completed, back to full operation
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
    - iii. Continued communication with Dennis Johnson on equipment design
  - b. Project #1, Completed
  - 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. Project on hold until engineering meetings completed
  - e. Pilot unit sale / rental

## **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 (generators and level probes weekly), perform buildings/grounds duties as needed
2. Collected sludge fecal sample (503 composite) #6 of 7; collected #7 of 7
3. High winds damaged shed at EB lift station; temporarily put together damaged shed; reassembled; rewired
4. Power outage (DP&L repaired bad static line)
5. Contacted Mersino for warranty replacement parts (broken hinges on sound enclosure on 4GHT pump)
6. Communicated with Nick Schmitmeyer to see if decision has been made to land apply WWTP sludge in future
7. Submitted time cards and entered into PAYQ
8. Emailed and postal mailed copies of Antidegradation Addendum for NPDES Permit Modification
9. Completed February lift station reports; emailed to Kent Hinton/County
10. Emailed Milt Miller updated precipitation report
11. Printed out Schmitmeyer farm parcel maps to discuss with Nick Schmitmeyer (future OEPA approved sludge application sites)

## **Electric Distribution**

1. Set 2 poles
2. Street lights
  - a. 6 Repairs
  - b. 6 Replaced
  - c. 4 New Install
3. Underground Locates (OUPS) 31
4. Traffic Signals
  - a. Install temporary traffic control cabinet- State Route 29 and State Route 703 after accident
  - b. Troubleshoot, order, and replace part in westbound school beacon at IC School
5. Substations
  - a. Work on information for needed repairs on McGraw Main transformer- Summit Street
  - b. Continue work on system mapping
  - c. CAPT metering and bill
  - d. Check connections with infrared cameras
6. Request or Miscellaneous Jobs
  - a. Install new LED street lighting at State Route 29 and State Route 703
  - b. Install new LED street lighting at State Route 29 and Havemann Road
  - c. Replace cutouts at Frahm Pike and Miller Road
  - d. Prep work for new flag poles on Main Street light poles

- e. Safety meeting- Stager Substation circuits
7. Trouble Calls
- a. 2/24/19- very high winds- numerous problems/outages system wide- stand by crew out 14 hours
  - b. 2/24/19- System wide outage- DP&L had problems on 69kv feed line- 2.5 hour
  - c. 3/1/19- Grand Manor Trailer Park lot 60, fire-pull meter per Fire Department
  - d. 3/7/19- Traffic accident State Route 29 and State Route 703- traffic control cabinet wiped out
8. Large Projects
- a. Continue work for 3 phase line extension on Karch Road south of Monroe Road set poles relocate conductors at Monroe Road corner
  - b. Clean up and repairs from high winds on 2/24/19
  - c. Haul equipment to MVP dairy for new service on south side of property
  - d. Prep work for 3 phase arm replacement/neutral relocation- State Route 29 and Township Line Road
  - e. Met with GPD for Reynolds & Reynolds, Summit transformer projects

### Income Tax – February 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	12,288.13	8,166.51	10,484.74	51,614.65	21,382.89	32,045.03	10,622.14	49.8
Non Resident Bus	703.34	2,446.00	1,035.38	4,460.36	5,815.47	5,500.38	-315.09	-5.4
Resident	37,503.14	44,743.56	43,858.73	60,964.74	61,709.09	74,764.05	13,054.96	21.1
Non-resident	5,296.69	2,899.39	2,733.48	8,079.79	4,469.83	4,963.48	493.65	11.0
Withholding	315,276.04	333,211.92	347,574.40	749,162.83	753,358.92	726,705.58	-26,653.34	-.35
Non Resident W/H	9,868.40	9,160.36	10,795.01	23,170.34	30,557.37	29,805.87	-751.50	-2.4
<b>Grand Total</b>	<b>380,935.74</b>	<b>400,627.74</b>	<b>416,481.74</b>	<b>897,452.71</b>	<b>877,293.57</b>	<b>873,784.39</b>	<b>-3,509.18</b>	<b>-0.4</b>

	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	
April	\$720,525.29	\$694,964.08	\$676,370.43	
May	\$684,987.23	\$704,868.16	\$805,364.57	
June	\$544,851.44	\$526,539.06	\$592,217.55	
July	\$443,860.24	\$473,797.12	\$446,556.17	
August	\$395,829.78	\$358,417.44	\$364,374.69	
September	\$579,320.16	\$572,678.85	\$695,848.58	
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>	<b>\$6,181,382.85</b>	<b>\$6,078,784.76</b>	<b>\$6,454,565.72</b>	