

**Administrative Report**  
**March 22, 2019 to April 4, 2019**

**Administration**

1. Boat Docks are available to rent for the season
2. Accepting applications for lifeguards for Bryson Swimming Pool- deadline May 1<sup>st</sup>
3. Accepting applications for a Public Works Maintenance Worker 1- deadline April 8<sup>th</sup>
4. Stolly Insurance Policy- updates for renewal 2019-2020
5. Special Trash Collection will be April 6<sup>th</sup>-April 27<sup>th</sup>
  - a. Monday Route- April 6<sup>th</sup>
  - b. Tuesday Route- April 13<sup>th</sup>
  - c. Thursday Route- April 20<sup>th</sup>
  - d. Friday Route- April 27<sup>th</sup>
6. Met with new hire from the Water Treatment Plant
7. Meeting with Joe Phillips, BWC Rep. for 2019 Industry- Specific Safety Program. (Receive discount on City's yearly payroll premium). Scheduled BWC walk through
8. 1<sup>st</sup> Quarter reporting
9. Retiree employee exit procedures and final pay
10. Miscellaneous employee updates/changes
11. Employee accruals
12. Payroll

**Engineering Department**

1. Department Projects:
  - a. Zoning Permits//311 updates //Code Enforcement//Planning Commission Meeting Schedule//Cemetery Project//Organizing Maps & Plans
2. Zoning Permits:
  - a. 7283 – Russ Sudhoff – 2311 Eagle Brooke Circle – SF Dwelling
  - b. 7284 – Kent Wicker – 422 E Livingston St. – Residential Addition
  - c. 7285 – Sam Ly – 1205 Canterbury Dr. – Accessory Building
  - d. 7286 – Tammy Dennis – 819 E Wayne St. – Fence
  - e. 7287 – Cody Wagner – 2226 Eagle Brooke Circle – SF Dwelling
  - f. 7288 – Scott Novitzke – 225 N Enterprise 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
4. Planning Commission:
  - a. There is an April Planning Commission meeting tentatively scheduled for April 25 at 7:00 pm.

**Fire Department**

1. Runs to Date
  - a. Squad- 83; Total Year- 515
  - b. Fire- 15; Total Year- 113

- c. Primary Squad Runs for other Branches- 0; Total Year- 21
2. Auxiliary training will be held on Saturday, April 6<sup>th</sup> and Wednesday April 17<sup>th</sup>
3. The EMS Boat (Rescue 1) is in service on the lake
4. Will be attending the Midwest Ohio Arson Seminar on Saturday, April 6<sup>th</sup> in Sidney
5. Assisted St. Mary's Township Fire Department with a house fire at Ate Route 703 just inside Auglaize County on Monday, April 1<sup>st</sup>
6. On Thursday, April 18<sup>th</sup> will be hosting six hours of continuing education for Certified Fire Safety Inspectors, conducted by the Ohio Fire Marshal Office
7. Will be conducting six fire extinguishing classes at CAPT on Sunday, April 14<sup>th</sup> and Monday, April 15<sup>th</sup>
8. Will be attending the county Fire Chief meeting on Thursday evening April 18<sup>th</sup> at Chickasaw
9. On Tuesday, April 16<sup>th</sup> the chief will be attending State EMS Medical Transportation Committee meeting in Columbus

### **Police Department**

1. Calls for Service- 712
2. Reports Written- 121
3. Arrests- 32
4. Citations- 24
5. Crashes- 10
6. Warnings- 46
7. Reports of Interest:
  - a. On Monday, March 25<sup>th</sup> Celina Police were called to assist at the Mercer County Jail regarding a fight. While enroute, the call was upgraded to a hostage situation in which two corrections officers were being held at TASER point.

Upon arrival Celina Officers could see a corrections officer being held on knees at TASER point. The offender threatened to use the TASER and then do serious bodily harm to the corrections officer. Celina Police responded with higher threat of force. The offender became convinced of the fact that Celina Police would follow through with actions necessary to protect the lives of the corrections officers and he did surrender without further incident.

8. Total Police Department Calls for Services, YTD: 4,542

### **Parks and Recreation**

1. Working on baseball and softball applications
2. Pony League Scheduling is complete
3. Recruiting at schools
4. Supplies ordered for the season

### **Parks Maintenance**

1. Dumped trash from parks
2. Cleaned up boardwalk from geese
3. Services parks equipment
4. Getting ball diamonds ready for High School Spring sports

### **Public Works**

1. Patch pot holes
2. Trim trees in right of ways
3. Work on equipment
4. Repair catch basins
5. Repairing fence at McDonald at highway

### **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 2,604 customer billings
2. Sent out 265 delinquent billings
3. Shut off 53 customers
4. Sent out final billings and refunds
5. Meter readers continue reading

### **KWH Tax March 2019**

	<b>Number of KWHs Distributed</b>	<b>Tax</b>
Inside Accounts	11,860,584	\$48,285.88
Outside Accounts	<u>7,008,634</u>	<u>\$27,980.09</u>
Total for All Accounts	18,869,218	\$76,265.97

### **Water Treatment Plant**

1. Completed 34 microbiology samples
2. Continued weekly sampling for Microcystin analysis:
  - a. Raw Water 03/26/19 – 6.4 ug/L
  - b. Raw Water 04/02/19 – 8.0 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
    - 3. Installed chemical feed pumps and started spring pool startup
- 4. Water Dept. Training
  - a. March 21<sup>st</sup>, 2019, OAWWA District Meeting, Sandusky, Ohio, 4 operators attended
  - b. Tom Georg retired on March 28<sup>th</sup>, Taylor Counterman started April 1<sup>st</sup>
- 5. WTP Buildings, Grounds, & Operations:
  - a. Continued lawn rolling @ WTP
  - b. Replacement of Ozone Cont. lights to LEDs started
- 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. Changed out Stenner calcium nitrate pump at Eagle Brooke LS
3. Scheduled Justin/Electro Controls for meeting to discuss scope and cost to replace #2 vfd on WML pump; received quote and ordered replacement vfd; received new vfd
4. Submitted pilot reservation agreement letter to Huber
5. Met with Mike Rowe/Pelton Env. to look at demo unit of Seepex progressive cavity sludge pump

6. Contacted Mesino again about defective hinges on Global pump; Matt Tunnel emailed and stated that he was working with warranty department
7. Completed timecards / entered in PAYQ
8. Emailed Milt Miller updated precipitation report
9. Emailed Kent Hinton March flow reports
10. Assisted Cale Andrew/Celina Fire Dept. with walkthrough to inspect fire extinguishers and exit lights
11. Contacted all current chemical suppliers to see if they were willing to extend supply contracts one year

### **Electric Distribution**

1. Set 1 pole
2. Replacement/upgrade
  - a. 1 Undergrounds
  - b. 1 Overhead
3. Underground Locates (OUPS) 37
4. Traffic Signals
  - a. Lilac and Myers Road- work on retrofitting signal lamps with LED
  - b. Receive specs for mast arm poles- Main and Summit/Myers Road
5. Substations
  - a. Equalize battery strings at 4 substations
6. Request or Miscellaneous Jobs
  - a. Continue work on system mapping
  - b. Straighten transformer and clean up trenches- Mooring Line Drive- after line replacement work
  - c. Put up flags- downtown area
  - d. Complete 2018 jobs and costs reports for State Auditor
7. Trouble Calls
  - a. 3/22/19- Tama Road west of Stose Road- 1 phase pole with slack span knocked off- car accident- replaced pole
  - b. 3/24/19- Mud Pike- broken riser wire
  - c. 3/29/19- Solar Field 69kv breaker open- informed owners
8. Large Projects
  - a. Complete work for 3 phase line extension on Karch Road south of Monroe Road- Mike Maharg
  - b. Begin work for 3 phase line extension on Township Line Road north of Tama Road- Ron Frahm
  - c. Begin work for 1 phase line relocation on Now Road north of Frahm Pike- County Project
  - d. North Main Street- Wayne to Johnson/Touville- work on decorative street light installation
  - e. Continue work for UG electric installation- Bryson Park

### **Income Tax – March 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	54,775.79	54,956.63	39,262.87	106,390.44	76,339.52	71,307.90	-5,031.62	-6.5
Non Resident Bus	66,843.86	6,697.79	9,234.73	71,304.22	12,513.26	14,735.11	2,221.85	17.7
Resident	116,969.61	105,267.21	100,868.86	177,934.35	166,976.30	175,632.91	8,656.61	5.1
Non- resident	9,663.95	9,252.16	10,891.87	17,743.74	13,721.99	15,855.35	2,133.36	15.5
Withholding	300,539.01	308,522.68	344,643.16	1,049,701.84	1,061,881.60	1,071,348.74	9,467.14	0.8
Non Resident W/H	5,118.61	4,989.73	4,856.99	28,288.95	35,547.10	34,662.86	-884.24	-2.4
<b>Grand Total</b>	<b>553,910.83</b>	<b>489,686.20</b>	<b>509,758.48</b>	<b>1,451,363.54</b>	<b>1,366,979.77</b>	<b>1,383,542.87</b>	<b>16,563.10</b>	<b>1.2</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	\$509,758.48
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>	