

**Administrative Report**  
**March 22, 2018 to April 5, 2018**

**Engineering Department**

1. Department Projects:
  - a. Zoning Permits//311 updates //Engineering Clerk Training//Bryson Park District Entry Arches//Code Enforcement
2. Zoning Permits:
  - a. 7167 – Lighthouse Property Development (AT&T) – 1949 Havemann Rd. – Comm. Bldg. Permit
  - b. 7168 – Ohio Plumbing & Electric (TriStar) – 7655 State Route 703 – Temp. Electric Permit
  - c. 7169 – Ann Vorhees – 1533 Westbury Dr. – Accessory Building Permit
  - d. 7170 – Kelly Hamberg – 1041 Hemlock St. – Fence Permit
  - e. 7171 – Woolace Electric (TriStar) – 7655 State Route 703 – Temp. Electric Permit
  - f. 7172 – Kyle Stith – 225 Redbud Ave. – Accessory Building Permit
3. Violations:
  - a. 501 Cron St.
  - b. 301 Zillah St.
  - c. 817 Echo St.

**Fire Department**

1. Runs to Date
  - a. Squad- 427
  - b. Fire- 92
  - c. Primary squad runs for other branches- 3; Total for the year- 18
2. Tuesday, April 3<sup>rd</sup> at 12:13 pm we had a house fire at 7078 State Route 118 that was struck by lightning. The fire was small in nature and was contained to the garage. The house suffered significant damage to the appliances, heating, electrical and to the structure itself. Estimate damage at \$80,000.
3. Assisted Coldwater Fire Department with the aerial ladder at 216 West Main Street in Coldwater (the old Steelworkers Union Hall) that was being remodeled. A gas line in the structure was cut during remodeling.
4. On Sunday, March 25<sup>th</sup> at 12:44 pm had an apartment fire at 125 North Enterprise Street, Apartment 2. Unattended cooking was the cause with an estimated damage at 40,000
5. The Celina Police Department bathroom in City Hall is being remodeled and is nearing completion
6. We will have seven personnel attending the Mercer County Fire School on Sunday, April 15<sup>th</sup> at Montezuma
7. We will be attending the EMA Advisory Board meeting on Tuesday, April 10<sup>th</sup> and the LEPC meeting on Thursday, April 12<sup>th</sup>
8. The safety trailer will be at the YMCA on Saturday, April 14<sup>th</sup> from 9:00 am until 1:00 pm for Healthy Kids Day

9. Will be hosting an Ohio Fire Code update on the new 2017 Ohio Fire Code on Tuesday, April 17<sup>th</sup> from 9:00 am until 4:00 pm. The Ohio Fire Marshal will be providing the instructors

### **Police Department**

1. Calls for Service- 783
2. Reports Written- 107
3. Arrests- 40
4. Citations- 20
5. Crashes- 8
6. Warnings- 47
7. Reports of Interest:
  - a. On 3/27/18 the Police Department took a report of burglaries at 2 local restaurants. The China Wok on North Main Street and the Mongolian Grill on Havemann Road were both broken into overnight. Cash was taken from both businesses. Both incidents appear to be related and remain under investigation.
  - b. On 4/3/18 officers responded to a report of a man breaking into a car on the parking lot in front of the USPS Store on Havemann Road. An employee observed a male break a window and steal a purse from the car. The man fled to an area behind the store and then east on the railroad tracks and under the bridge at State Route 29.

Officers first made contact with the suspect near the American Legion on State Route 703. At the time he did not meet the clothing description and was released. Officers following his path began finding clothes, a backpack, and the purse. The man was located again and he fled on foot. He ran back across State Route 29 and was apprehended near Livingston Street after a short foot chase. He was arrested and held in Mercer County Jail.

8. Total Police Department Calls for Services, YTD: 5,403

### **Parks and Recreation**

1. Baseball and Softball registration deadline has been extended to April 10<sup>th</sup>
2. Going into schools and promoting Rec Sports Programs
3. Attended a Little League football coaches meeting in Wapak
4. Preparing equipment to be passed out to the coaches

### **Parks Maintenance**

1. Dumped trash from parks
2. Clean up boardwalk from geese
3. Worked on equipment
4. Worked on ball diamonds, getting diamonds ready for High School sports

### **Public Works**

1. Patched potholes
2. Sweep city streets

3. Repairing catch basins
4. Picked up brush and limbs (first monthly pickup for 2018)
5. Repair signs
6. Cleaned shop area
7. Dirt work for bleachers at Montgomery Field

### **Water Distribution**

1. Install new water services
2. Miscellaneous work orders (dead meters, water turn ons and off, leaking meters)
3. Water valve repairs, fire hydrant repairs
4. Moved fire hydrant at Versa Pak for expansion
5. Locates of utilities

### **Sewer Collection**

1. Locates for utilities
2. GIS sewer system
3. Jet sanitary and storm sewers
4. Camera sewers for repairs and new street projects
5. Repair catch basins
6. We received our new Sewer Combination Machine (Vac-Con)

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

1. Billed 2,653 customer billings
2. Shut off 26 customers
3. Sent out 242 delinquent billings
4. Sent out final billings and refunds
5. Meter readers continue reading routes
6. Continue taking Rec Applications and money

### **KWH Tax March 2018**

	<b>Number of KWHs Distributed</b>	<b>Tax</b>
Inside Accounts	11,408,414	\$46,770.11
Outside Accounts	<u>7,232,557</u>	<u>\$28,711.25</u>
Total for All Accounts	18,640,971	\$75,481.36

### **Water Treatment Plant:**

1. Completed 49 microbiology samples
2. Continued weekly sampling for Microcystin analysis:
  - a. Raw Water 03/27/18 – 9.8 ug/L
  - b. Raw Water 04/03/18 – 7.0 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. Planning for 2018 projects and operations – Additional Shelter House
- 4. Water Dept. Training
  - i. NW District Meeting for AWWA, Bucyrus March 22, 2018
  - ii. Completed Microbiological Lab Certification – 5 operators
  - iii. Celina to host October 18<sup>th</sup>, 2018, Ohio AWWA NW District meeting
- 5. WTP Buildings and Grounds:
  - a. Sand Filter BW Pump Valve Replacement - Completed
  - b. Screen House light replacement to LED – waiting for warmer weather
  - c. Wire trough ordered to be installed from 1952 bldg. through 1974 bldg. – start next week
  - d. High service pump replacement project
    - i. Pump on order – 10 weeks till delivery
    - ii. VFD panel ordered – 6 weeks till delivery
    - iii. Valve & check valve ordered – 6 weeks till delivery
- 6. WTP Operations:
  - a. Sludge pit pump control panel ordered – 6 weeks till delivery
- 7. WTP Projects
  - a. Engineers continuing plant review, \$8M was received mid-August
    - i. Continued next stage, designing improvements of 1974 expansion
    - ii. Hazen & Sawyer continuing design plans
  - b. Pilot on raw lake water is underway with MORIF unit to replace clarifiers
    - i. Running comparative UV<sub>254</sub> and Microcystin samples in-house
    - ii. Re-designed MORIF pilot tank is operational
    - iii. Submitted pilot protocols to OEPA
  - c. GAC Facility
    - i. Carbon Exchange for tank #4 completed
    - ii. Carbon Exchange for tank #6 scheduled for May 2018

### **Wastewater**

- 1. Completed daily operations: open/close WWTP, transfer wasted sludge twice daily, clean coarse bar screens twice daily, record influent/effluent readings three times daily, record sludge blanket depth/clarity, monitor all process equipment twice daily, transfer chlorine/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. Worked on clearing drain obstruction in sludge bunker 3/22; used vactor truck to clear solids from trough and drain line in sludge bunker 3/23
- 3. Submitted DMRQA-38 checklist to WTP 3/23; to BoJhun lab 3/26

4. Transferred AD #2 to sludge mixing tank 3/25
5. Received Martz LS control panel from Electro Controls; emailed Scott Gehle about missing window cover and heaters 3/28
6. Analyzed DMRQA H analyte; delivered micro analytes to WTP/Todd Hone 3/28
7. Reported 3/29/18 bypass event to OEPA 3/30
8. Reported 4/3/18 bypass event to OEPA 4/4
9. Completed LL HG, NO<sub>2</sub>+NO<sub>3</sub>, Centrifuge reports 4/3
10. Emailed Joe Hamburg/PAX Machine wwtp flow data from March 19-31 4/2
11. Met with Scott Gehle/Electro Controls – received heaters for other control panels, gave him back plate from control panel and junction box to add terminal strips to back panel 4/2
12. Collected 30-minute interval samples from 4/3/18 bypass event to analyze bypass sewage strength over time 4/3
13. Created bypass report for 4-3-18 event to evaluate bypass sewage strength over time 4/3

### **Electric Distribution**

1. Set 13 poles
2. Replacement/upgrade
  - a. 3 Undergrounds
3. Street lights
  - a. 6 Repairs
  - b. 10 Replaced
  - c. 1 New Install
4. Underground Locates (OUPS) 73
5. Substations
  - a. Install barricade at east end of drive to Havemann Substation
  - b. Download substation meters
  - c. CAPT metering
6. Tree Trimming
  - a. West of Main Street in the City
  - b. State Route 703 and Highland Park area- Fitzwater Tree Service- contractor
7. Request or Miscellaneous Jobs
  - a. Hook up temporary service for new Tri Star Building
  - b. Set lift pole at hog farm- Hone Weir Road
  - c. Reset lines- Havemann Road
  - d. Haul poles to solar field for shooting range
  - e. Troubleshoot and repair short in street lights at Eaglebrooke entrance
  - f. Replace pole lights around Bryson Pool with new LED fixtures
8. Trouble Calls
  - a. 3/24/18- Westside trailer park- turn on service
  - b. 3/25/18- North Enterprise Street- house fire
  - c. 3/30/18- Grand Lake Road and May Street
  - d. 3/30/18- Crown- turn off transformer #1 so they could change switchgear
  - e. 3/30/18- Crown- turn on transformer #1 after work complete
  - f. 4/3/18- State Route 49 north of Kable Road- semi rig took out 3 phase line pole
  - g. 4/3/18- Devonshire Drive- individual customer

- h. 4/5/18- State Route 49- replace bad transformer- individual customer
- 9. Large Projects
  - a. Prep work to build line to MVP Dairy- Hasis Road- frame and haul poles
  - b. Set 8 poles for new line to MVP Dairy
  - c. Prep work for Thayer Construction (contractor doing pole change outs)
  - d. Replace street lights on East Livingston Street east of tracks
  - e. Continue installing fault indicators on primary UG north of Myers Road

### **Income Tax – March 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	34,148.78	54,775.79	54,956.63	95,506.14	106,390.44	76,339.52	-30,050.92	-28.2
Non Resident Bus	8,288.89	66,843.86	6,697.79	13,611.98	71,304.22	12,513.26	-58,790.96	-82.4
Resident	107,413.24	116,969.61	105,267.21	179,506.44	177,934.35	166,976.30	-10,958.05	-6.1
Non-resident	6,664.03	9,663.95	9,252.16	14,376.73	17,743.74	13,721.99	-4,021.75	-22.6
Withholding	326,413.77	300,539.01	308,522.68	1,198,372.44	1,049,701.84	1,061,881.60	12,179.76	1.1
Non Resident W/H	4,915.46	5,118.61	4,989.73	42,443.31	28,288.95	35,547.10	7,258.15	25.6
Grand Total	487,844.17	553,910.83	489,686.20	1,543,817.04	1,451,363.54	1,366,979.77	-84,383.77	-5.8

	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	
May	\$591,086.13	\$684,987.23	\$704,868.16	
June	\$397,763.33	\$544,851.44	\$526,539.06	
July	\$443,451.27	\$443,860.24	\$473,797.12	
August	\$401,985.25	\$395,829.78	\$358,417.44	
September	\$457,422.17	\$579,320.16	\$572,678.85	
October	\$432,787.29	\$451,848.16	\$454,378.79	
November	\$389,309.64	\$349,370.48	\$357,054.14	
December	\$352,031.92	\$466,973.03	\$484,723.58	
Grand Total	\$5,220,190.88	\$6,181,382.85	\$6,078,784.76	