

Administrative Report
April 18, 2019 to May 16, 2019

Administration

1. Boat Docks are available to rent for the season
2. May 13th Lifeguards and Basket House Workers came in to fill out paperwork
3. Pool will be opening June 1st
4. Accepting applications for a Seasonal Park Maintenance Worker until May 20th at 4:00PM
5. Chemical bid opening will be May 29th at 11:00AM
6. Seasonal new hires (Park Maintenance)
7. Full-time new hire (Public Works)
8. Insurance changes
9. Employee accruals/FMLA
10. Payroll

Engineering Department

1. Department Projects:
 - a. Zoning Permits//311 updates //Code Enforcement//Planning Commission Meeting Schedule//Cemetery Project//Organizing Maps & Plans//Celina Welcome signs//Street Projects
2. Zoning Permits:
 - a. 7294 – Katy Nisewarner – 120 E Blake – Fence
 - b. 7295 – Carl Huber – 429 W Anthony – Fence
 - c. 7296 – St. John Builders – 740 Hierholzer – SF Dwelling
 - d. 7297 – Charles Chapman – 1609 E Livingston – Fence
 - e. 7298 – Mark Wright – 912 Fleck Ave. – Residential Addition
 - f. 7299 – Joshua Pierstorff – 918 Lilac – Fence
 - g. 7300 – Patrick Smith – 666 N Sugar – Accessory Building
 - h. 7301 – Casey Rolfes – 1122 Fleck – Fence
 - i. 7302 – Susan McDowell – 152 Meyer – Residential Addition
 - j. 7303 – Ryan Cromwell – 620 N Sugar – Shed
 - k. 7304 – Kathryn Davil – 218 Zillah - Fence
 - l. 7305 – Ben Amstutz – 211 S Main – Temp. Fence
 - m. 7306 – Jennifer Hurlburt – 1502 Queensbury – Fence
 - n. 7307 – Aimee Buess – 428 E Anthony – Fence
 - o. 7308 – Nathan Sloan – 904 Echo – Shed
 - p. 7309 – Brian Monroe – 1239 Brittany – SF Dwelling
3. Violations: High Weeds/Grass and/or Trash
 - a. Grass
 1. 322 West Logan Street
 2. 1420 James Drive
 3. 316 Dogwood
 4. 306 Elm Strett
 5. 611 Vining Street
 6. 303 Brandon Avenue

7. 205 Zillah Street
8. 515 East Market Street
9. 901 Wilkins
10. 410 West Market Street
11. 216 Portland Street
12. 1009 & 1005 Rosewood
13. 651 N. Mill Street
14. 433 Touvelle Street
15. 633 West Anthony Street
16. 914 Chestnut Street
17. 219 East Wayne Street
18. 1506 West Market Street
- b. Trash
 1. 542 Touvelle Street
 2. 626 Linden Street
 3. 614 Heirholzer
 4. 433 East Livingston Street
 5. 820 Wilkin Street
 6. 924 Wilkin Street
 7. Farmview Apartments
 8. 624 North Street
4. 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. 1709 E. Livingston St. – Zoned R-3, not zoned for business
5. Planning Commission:
 - a. There is a May Planning Commission meeting scheduled for May 23 at 7:00 pm.
 - i. Cole Stephens- conditional use 206 E. Livingston Street for apartments
 - ii. Stephanie Leistenschneider- conditional use 102 South Main Street for apartments
 - iii. Lisa Buschor- conditional use 104 South Main Street for apartments
 - iv. Mid America Properties- 1400 Meadowview Drive to amend previous site plan approval
6. Construction Updates:
 - a. 2018 North Main Street Improvements:

VTF Excavation has resumed work on this project as of 4/15/2019. They are restoring grass areas disturbed by the construction activities. This will involve placing and grading topsoil around curbs, walks and drives. They will also be cleaning up construction debris and finishing up a few unfinished items of work. We expect this project to be completed early spring.

The City Electric Dept. is currently installing new street lighting on Main St. between Wayne and Johnson. They are also removing the existing street lighting.

- b. 2018 Bryson Park District Phase 2 Amphitheater:
Bruns Building & Development resumed work on the Amphitheater structure on 3/7/2019. The retaining wall at the rear of the structure and the seat wall at the front of the structure are complete. The underground electrical was completed. They are presently placing walks around the Amphitheater. The concrete slab/floor of the amphitheater is complete. We expect this project to be completed on or near May 31, 2019.
- c. 2018 Street Resurfacing Project:
The City has contracted with The Shelly Company to resurface the following streets: E. Livingston St. from the railroad crossing East of Fountain Ave. to just West of Grand Lake Rd.; Fountain Ave. from Livingston St. to Wayne St.; and Vine St. from Market St. to Livingston St. This project was held over from last year due to unfavorable weather conditions last fall. This project completed May 16, 2019.
- d. 2018 Bryson Park District Phase 3 Amphitheater Hardscape:
The City has contracted with Alexander & Bebout, Inc. to place concrete for the seating area of the Amphitheater and sidewalks to the seating area. The contractor is presently installing the concrete seating and will start the concrete sidewalks soon. We expect this project to be completed on or near July 15, 2019.
- e. 2018 East Livingston Street Improvements:
PAB Construction Co. began the first phase of this project by closing the street on April 3rd and removed the asphalt pavement from the existing street from Main to County. After removing the existing pavement, they removed all the existing sidewalks and drive approaches. The new storm sewers from Buckeye to County have been installed. The contractor started on the replacement of walks from Main to Buckeye. The Contractor also started the street excavation on the east side of Buckeye. The first phase will be completed and opened to traffic before beginning the second phase. This project is expected to be completed by August 31, 2019.
- f. 2019 Street Resurfacing Project:
The City has contracted with The Shelly Company to resurface the following streets: Anthony St. from Riley St. to College Ave.; Elm St. from just South of Schunck Rd. to Logan St. and Portland St. from Logan St. to Market St. This project is scheduled to begin in late June and should be completed on or before July 15, 2019.
- g. 2019 West Market Street Utility Improvement:
The City will be taking bids for this project in June of this year and will expect this project to begin sometime after July 1st. This project will be replacing the existing 6" waterline with a new 8" waterline from just East of Brandon Ave. to Main St. which will include new water services to the residents and businesses in this area. Traffic will be maintained during construction.

Fire Department

1. Runs to Date:
 - a. Squad- 126; Total Year- 702
 - b. Fire- 31; Total Year- 155
 - c. Primary Squad Runs for other Branches- 5; Total Year- 27
2. Annual fire hose testing is currently being conducted. The department has 14,000 feet of fire hose
3. Water Incidents due to the flooding:
 - a. Two incidents on Burkettsville St. Henry Road south of State Route 29 due to vehicles driving into the high water. First incident was on Friday evening April 26th at 11:16 PM and the 2nd incident was on Sunday, April 28th at 1:40 AM. On the second incident we were assisted by Celina Police Department with their cargo truck.
 - b. Removed two families from their homes on St. Anthony Road Friday morning April 26th at 4:51 AM.
 - c. On Saturday, April 27th at 12:26 AM assisted St. Marys Fire Department who rescued three individuals from the Auglaize River and the 4th individual was able to get out of the water on his own. The last individual was found on our arrival. We provided station coverage until they were back-in-service.
 - d. On Wednesday, May 1st at 10:51 AM removed an elderly individual from his vehicle on Schunk Road which drifted approximately 50 yards into a field. The vehicle was submerged in 3 feet of water. Celina Police Department assisted with their cargo truck.
4. On Friday May 3rd presented the Dorm Safety Program to the High School seniors.
5. Provided four tours of the station to preschool classes.
6. Aaron Schott resigned as a full-time firefighter. He will remain on the department as an auxiliary member.
7. Will be providing a squad for harness racing at the Fairgrounds on Saturday, May 11th
8. Auxiliary training will be held on Wednesday, May 15th
9. Mercer County Fireman's Association meeting will be held on Thursday, May 16th at Chickasaw.
10. All members will be getting their yearly physicals in May and June.
11. On May 9th had a fire at the Solar Field Substation Est. Loss 600,000.
12. On May 14th had gas leak due to a high pressure that was struck while doing roadwork for the turn lanes for the new Tri-Star.

Police Department

1. Calls for Service- 1,370
2. Reports Written- 162
3. Arrests- 45
4. Citations- 47
5. Crashes- 24
6. Warnings- 84
7. Reports of Interest:

- a. The Celina Police Department is investigating a burglary which occurred on May 4th at Boot's –n-Bourbon, 201 South Main Street. At about 3:15 AM a male broke in through the front door of the business. The man attempted entry into the crash registers before leaving with a safe. He fled to awaiting car and left the area. No other information can be released at this time.
8. Anyone with information is requested to call Celina Police Department detectives
9. Total Police Department Calls for Services, YTD: 6,553

Parks and Recreation

1. Scheduling umpires
2. Working on the parks
3. Shirt orders
4. Office work

Parks Maintenance

1. Dumped trash from parks
2. Cleaned up boardwalk from geese
3. Serviced parks equipment
4. Mow grass in parks
5. Spray weeds
6. Getting ball diamonds ready for High School spring sports and our rec games

Public Works

1. Patch pot holes
2. Work on equipment
3. Repair catch basins
4. Sweep entire city
5. Mowing high grass on vacant home properties
6. Brush and limb collection for May
7. Work on curbs on Elm Street for this year's paving
8. Finish Splash Park
9. Clean up after flood
10. 2018 paving contract was completed Thursday, May 16th at 1PM
 - a. Livingston, Vine, and Fountain Streets

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 1,864 customer billings
2. Sent out 229 delinquent billings
3. Shut off 26 customers
4. Sent out final billings and refunds
5. Meter Readers continue reading routes

KWH Tax April 2019

| | Number of KWHs Distributed | Tax |
|---------------------------|---|--------------------|
| Inside Accounts | 11,322,013 | \$46,036.54 |
| Outside Accounts | <u>7,048,092</u> | <u>\$28,011.86</u> |
| Total for All Accounts | 18,370,105 | \$74,048.40 |

Water Treatment Plant

1. Completed 39 microbiology samples
2. Continued weekly sampling for Microcystin analysis:
 - a. Raw Water 04/30/19 – 36.4 ug/L
 - b. Raw Water 05/07/19 – 79.7 ug/L
 - c. Raw Water 05/14/19 – 65.0 ug/L
 - d. All Finished Water Samples were Non-Detect for Microcystin Toxin
 - e. Continued Microcystin Sampling for outside communities (Paulding, Van Wert, Delphos)
3. Bryson Pool Operations
 - i. Continued spring pool startup & mowing grass 2X per week
 1. Splash pad is ready
 2. Painting main pool swim lane lines
 3. Main pool pre-filter is installed
 4. Chemical pumps are installed and ready
 - ii. Basket House roof replacement awarded to Schmitz Enterprises
 1. PO for \$33,493.00 submitted, to be completed in Sept. 2019
4. Water Dept. Training
 - a. July 18th, 2019, OAWWA District Meeting
5. WTP Buildings, Grounds, & Operations:
 - a. Continued mowing grass @ WTP & Industrial Park Tower
 - b. Hypo tank replacement and door installation
 - i. Tanks are on order
 - ii. Garage door opening is cut out and framed

- iii. Door will be ordered next week
- 6. WTP Capital Projects
 - a. Engineers continuing plant review, \$8M was received mid-August
 - i. Continued next stage, designing improvements of 1974 expansion (@ 90%)
 - 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 (@ 95%)
 - i. Metal roofing ends, spouting, & caulking need completed, weather permitting
 - d. Project #3, Clarifier Replacement
 - i. Continuing sludge testing with pilot unit

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. Ordered polymer, received confirmation that NRP-Midwest was extending polymer contract 1-year
3. Huber Technology dropped off screw press trailer and began set up for next week's demo; finished set up (vacuum pump bearing seized up and 1/2" tee cracked), started screw press to determine feed rates, contacted John Wilcheck to see what NRP-7525 polymer was % active; Huber and WWTP performance tested
4. Transferred AD#4 to mixing tank (used for Huber screw press demo)
5. Purchased material from Lefeld Welding and built new stainless suction tube for grit pump
6. Republic Services hauled two loads of biosolids to landfill
7. Mike Rowe/Pelton Environmental and Brian May/Craig Knapke from Access Engineering made visit to see screw press
8. Huber Rep provided service report from screw press pilot test and departed
9. Phone conversation with Mike Rowe discussing Huber screw press pilot
10. Picked up sand from PWB for sandbagging at WWTP 4/26
11. Flooding preparation – sandbagged bunker entrance ramp – installed sump pump in pit at Rec-Plex pump station concrete flood containment area
12. PayQ and timecards
13. Checked operational concerns at Walmart pump station – rebooted control
14. Discussed with sewer collections personnel about installing flood dishes in manholes located in the Rec-Plex sewer shed
15. Cleaned up flood debris from concrete drives at WWTP
16. Made site visit to Jim Smith's fields to evaluate wetness for soil testing

17. Completed SOUR test on AD#3

Electric Distribution

1. Set 2 poles
2. New services
 - a. 2 Underground
3. Replacement/upgrade
 - a. 3 Undergrounds
 - b. 1 Overhead
4. Street lights
 - a. 10 Repairs
 - b. 5 Replaced
 - c. 8 New Install
5. Underground Locates (OUPS) 162
6. Substations
 - a. Continue work on system mapping
 - b. Download and send information from substation to Solar Vision
 - c. Substation metering and communications
7. Tree Trimming
 - a. West side of town-CMU crews
8. Request or Miscellaneous Jobs
 - a. Set 2 pole bolsters for street department
 - b. Install banners on West Bank Road
 - c. Move anchor in alley off of South Sugar
 - d. Remove temporary line at MVP Dairy- Hasis Road
 - e. Raise primary neutral on State Route 127 at Howick
 - f. Turn power off at new Meadows Apartments for meter center change outs
 - g. Set lift pole behind office North east corner of Market and Buckeye
 - h. Remove temporary line at MVP Dairy- Hasis Road
 - i. Remove balloons from primary- Myers Road
 - j. Set 2 pole bolsters to protect anchors- MVP Dairy- Hasis Road
 - k. Test bore holes at dump for new building
9. Trouble Calls
 - a. 4/21/19- Wire on ground- Main Street- was phone wire
 - b. 4/26/19- Turn power off to West Lake Villas- high water
 - c. 4/28/19- Turn power back on to West Lake Villas- water receding
 - d. 4/30/19- Livingston and Leblond- squirrel- replaced ruined transformer
 - e. 5/9/19- Solar Field- substation fire- raccoon suspected cause
10. Large Projects
 - a. Continue work on North Main Street- Wayne to Johnson/Touville- work on decorative street light installation
 - b. Reconductor Brown Road from State Route 127 west to Meyer Road
 - c. Continue work for 1 phase line relocation on Now Road north of Frahm Pike- County project- set 5 poles
 - d. Continue work for 3 phase line extension on Township Line Road north of Tama Road- Ron Frahm

- e. Continue work for south transformer installation at MVP Dairy- Hasis Road
- f. Remove street lights and wire- East Livingston Street project
- g. Pull wire and hook up splash pad- North Shore Park
- h. Move 3 phase lines back after County Bridge project- Oregon Road west of Weitz Road
- i. Remove overhead and pull 250' primary UG and set 25kva transformer- State Route 49

Income Tax – April 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 | 183,452.71 | 127,888.45 | 47,004.68 | 289,843.15 | 204,227.97 | 118,312.58 | -85,915.39 | -42.0 |
| Non Resident Bus | -10,710.21 | 6,897.00 | 8,914.91 | 60,594.01 | 19,410.26 | 23,650.02 | 4,239.76 | 21.8 |
| Resident | 131,315.27 | 161,535.03 | 179,793.14 | 309,249.62 | 328,511.33 | 355,426.05 | 26,914.72 | 8.1 |
| Non-resident | 12,864.79 | 15,797.59 | 15,284.23 | 30,611.53 | 29,519.58 | 31,139.58 | 1,620.00 | 5.4 |
| | | | | | | | | |
| Withholding | 369,451.18 | 350,705.70 | 391,050.72 | 1,419,153.02 | 1,412,587.30 | 1,462,399.46 | 49,812.16 | 3.5 |
| Non Resident W/H | 8,587.34 | 13,546.66 | 13,811.40 | 36,876.29 | 49,093.76 | 48,474.26 | -619.50 | -1.2 |
| | | | | | | | | |
| Grand Total | 694,964.08 | 676,370.43 | 655,595.08 | 2,146,327.62 | 2,043,350.20 | 2,039,401.95 | -3,948.25 | -0.1 |

| | 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 | \$655,859.08 |
| 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 | |
| Grand Total | \$6,181,382.85 | \$6,078,784.76 | \$6,454,565.72 | |