

## **Administrative Report**

### **May 8, 2020 to June 4, 2020**

#### **Administration**

1. Spring Trash Collection is scheduled for first 4 Saturdays in June
2. Boat Docks are available for rent for the season for \$330.00
3. Bryson Swimming Pool is open for Private Pool Parties
4. Miscellaneous employee changes/questions
5. Employee bi-weekly accruals
6. Payroll
7. Pension reporting and payments
8. New hire- tax clerk and seasonal- pool

#### **Engineering Department**

1. 2020 Construction Updates
  - a. 2018 East Livingston Street Improvements:
    - i. PAB Construction Co. has completed the Livingston St. project, phases 1 and 2 with the exception of a final punch list. Final punch list 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 or early June with construction beginning sometime after the first of July. This project has been postponed due to the covid-19 pandemic.
  - c. 2020 ODOT Resurfacing (North Main St.):
    - i. The Ohio Department of Transportation (ODOT) has contracted with The Shelly Co. to resurface N. Main St. from Fulton St. to the northern City Limits on Main St. This project has a June 30<sup>th</sup> completion date and a contract bid price of \$493,173.00. The pre-construction meeting was held by ODOT on March 13<sup>th</sup>. The Shelly Company began work on Wednesday 5/20/2020 milling the existing pavement. They began the paving operation on Tuesday 5/26/2020 and finished all of the paving on Tuesday 6/2/2020. The pavement marking was also placed this date.
  - d. 2020 (ODOT) West Market Street Reconstruction:
    - i. ODOT accepted bids for this project Thursday 1/23/2020. The Engineers Estimate for this project was \$1,718,000.00. The apparent low bidder was Milcon Concrete Inc. from Troy, Ohio with a bid of \$1,676,869.00. ODOT has awarded Milcon Concrete this project. This project has a completion date of 9/30/2020 and an interim open to traffic date of 8/31/2020. A pre-construction meeting was held by ODOT on March 26<sup>th</sup>. Milcon Concrete intends to start this project mid-April. This project begins west of Landmarks west property line and ends on the west side of the Walnut St. intersection. This project includes all new asphalt pavement (12" Thick), all new storm sewers on both sides of the street,

new concrete combination curbs and gutters, new concrete sidewalks and new concrete driveways. At the end of this project the City Electric Dept. will be installing new street lighting.

- ii. Milcon Concrete began work Monday 4/20/2020. This project will be constructed in 4 phases:
  - 1. Phase 1: Install all of the storm drainage while maintaining traffic except for storm sewer crossings in the street.
  - 2. Phase 2: Close and reconstruct Market St. from the West end of the project to Mill St. and including the Mill St. intersection. The contractor will have 3 weeks to complete this phase and reopen this section of Market St.
  - 3. Phase 3: Close and reconstruct Market St. from Mill St. to Walnut St. The contractor will have 90 days to complete this phase and reopen this section of Market St.
  - 4. Phase 4: Place the surface course of asphalt for the entire length of the project.
- iii. On 4/22/2020 the contractor began the storm drainage on the west end of the project. The storm sewer work was completed 5/29/2020. On 6/1/2020 the contractor began phase 2 of this project by closing Market St from just east of Mill St. to just west of Landmark's property. The street has been excavated and the stone base is being placed. This will be followed by the placement of curbs, drives, asphalt pavement and walks. The new curbs are scheduled to be placed Monday 6/8/2020.
- iv. The natural gas lines in the area of this project have to be lowered before this project can get started. Dominion Energy has awarded this project to Middleton Mechanical.
- v. The natural gas line relocation is complete.
- 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, 2020. This contractor hasn't got a firm start date, but may start sometime in May or June.
- f. (Water Treatment Plant) Dissolved Air Floatation 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, 2020. AWC Process Solutions LTD of Langley, BC, Canada was the apparent low bidder with a bid of \$2.395 million. AWC has been awarded this project for the tanks, pumps, etc.
  - ii. The expected delivery time for this equipment is approximately 240 days. A contract for the construction of a building and installation of equipment will be put out for bid later this year.

### **Fire Department**

1. Squad- 123; Total Year- 726
2. Fire- 33; Total Year- 144
3. Primary Squad Runs for other Branches- 4; Total Year- 29
4. Garage fire attached to house at 3035 Frahm Pike Road on Sunday May 10, 2020 at 4:47PM; estimated loss \$40,000.00
5. Auxiliary training was held May 27, 2020 and training is for scheduled for June 10
6. The department placed the generators at the traffic lights during the power outage
7. Continuing to work with the health department
8. The fire engine that was involved in an accident at the end of February has been repaired
9. The new fire engine is starting to be built. Possible delivery in August. The truck has moved up two months in the production schedule.

### **Police Department**

1. Calls for Service- 1,110
2. Reports Written- 204
3. Arrests- 58
4. Citations- 24
5. Crashes- 19
6. Warnings- 62
7. Reports of Interest
  - a. On Sunday, May 31<sup>st</sup>, a local man who said he was with Black Lives Matter organized a peaceful protest on the Mercer County Courthouse steps near the N. Main Street sidewalk. An estimated 150-200 people showed up, mostly local to Mercer and Auglaize counties. It was started with a couple short speeches and chanting of slogans as well as prayer. Eventually the group marched down sidewalks along S. Main Street to Logan Street. They went east to Ash Street and north to Market Street. They went east and turned back west, returning to the courthouse.

There were no legitimate complaints about the group and law enforcement did not have to intervene at any time. The event lasted a few hours before the last few dispersed.

8. Total Police Department Calls for Services, YTD: 6,262

### **Parks and Recreation**

1. Mowing at the park
2. Working on the tournament

### **Parks Maintenance**

1. Mow grass
2. Clean boardwalk
3. Dump trash
4. Spray weeds
5. Work on ball diamonds

6. Clean concession stand

### **Public Works**

1. Mow, weed eat, dump trash at cemetery
2. Paint concrete area at Admin. Building
3. Brush collection
4. Mow highways and unkempt personal property
5. Clean out side ditch on Havemann Road
6. Sweep streets
7. Work on equipment
8. Patch pot holes

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

1. Billed 2,702 customer billings
2. Sent out 295 delinquent accounts
3. Worked on final billings and refunds
4. Meter readers continue to read
5. Shut off 33 customers

### **KWH TAX May 2020**

	<b>Number of KWHs Distributed</b>	<b>Tax</b>
Inside Accounts	10,674,045	\$43,184.61
Outside Accounts	<u>3,943,982</u>	<u>\$16,445.82</u>
Total for All Accounts	14,618,027	\$59,630.43

### **Water Treatment Plant**

1. COVID-19 mitigating measures are in place
  - a. Back to full staff
  - b. Cleaning/disinfecting throughout the facility continues to be top priority
2. Completed 41 microbiology samples
  - a. Setting up additional samples for Brookside Labs, their analyst has been sick
3. Water Distribution
  - a. Water system dead end flushing completed
    - i. A few small leaks to repair
  - b. Three new services to install this week
  - c. Removed WTP South parking lot and steps for DAF project
4. Continued weekly sampling for Microcystin analysis:
  - a. Raw Water 05/26/20 – 47.2 ug/L
  - b. Raw Water 06/02/20 – 82.4 ug/L
  - c. All Finished Water Samples were Non-Detect for Microcystin Toxin

- d. Continued lagoon effluent Microcystin monitoring (NPDES Permit)
  - e. Continued Microcystin Analysis for outside communities (Paulding, Van Wert, Delphos)
  - f. Continued Microcystin Analysis for West Beach project (GLSM State Park)
- 5. Bryson Pool Operations
  - a. Pool is in operation
    - i. Maintenance list from staff has been completed
    - ii. N. pool pump out-of-service, motor to be repaired / replaced
    - iii. Waxing slide this week
- 6. Water Dept. Training
  - a. Technology Committee Meetings scheduled for;
    - i. August 18<sup>th</sup>, & November 17<sup>th</sup>, 2020
- 7. WTP Buildings, Grounds, & Operations:
  - a. South raw water pump removed from service for repair
    - i. Cost to come after inspection – still waiting
  - b. Spring maintenance will be started over the next few weeks, now that pool is operational
- 8. WTP Capital Projects
  - a. 1974 Clarifier Replacement Project
    - i. AWC by-weekly phone meetings completed, project on schedule for 10/2020
    - ii. Sludge and air testing with OSU ongoing, additional samples were collected on 2/7/20, waiting on results
    - iii. Construction drawings at 90%, planned bidding June 15<sup>th</sup> – July 16<sup>th</sup>, 2020

## **Wastewater**

1. Completed daily operations: open/close WWTP, transfer wasted sludge twice daily, clean coarse 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. Worked on Verti-mix system
3. Picked up filters and oil for CASE loader at Hull Brothers; serviced loader; Hosed coarse bar screens
4. Serviced WWTP generator
5. Calibrated gas meters
6. Worked on Verti-mix system airlines; called Larry Bell for startup
7. Installed screw compressor breaker in motor control center and completed startup
8. Troubleshoot pressure sensor fault on #1 Kaeser blower
9. Welded door opener bracket and prepared new reinforcement plate for blower building garage door; installed reinforcement plate

10. Bypass event; reported to OEPA
11. Ordered diesel fuel for storage tank and generator
12. Ordered propane for Eaglebrooke LS
13. Switched 2 relays causing fault in #1 Kaeser blower with #4 Kaeser blower (both operating fine now)
14. Transferred all rainwater from storage tanks to West mixing tank for startup of Vertimix system
15. Vortiblend shutting off during centrifuge automatic operating process, modified circuit for alternative manual operation; added start timer to Vortiblend polymer system to work in automatic mode
16. Had Alan Gross/Mercer County drop off 3-phase generator at Scotty's LS to have on standby if needed for scheduled power outage
17. Larry Bell completed startup on Vertimix system; noticed few air leaks from pipe fittings; drained west sludge mixing tank; pulled airlines out to weld leaky fittings and ordered 4 coupling to add to piping configuration; welded leaks
18. Printed Huber equipment submittals and Toshiba flowmeter submittal, met with Craig Knapke to discuss Huber's submittal comments, emailed Ron at CNT to get 8 new static IP addresses for sludge dewatering equipment
19. Took scrap metal to 3-Sons
20. Pumped rainwater out of sodium aluminate fill connection pit
21. Picked up storm catch basin from PWB
22. Printed Huber equipment submittals and Toshiba flowmeter submittal, met with Craig Knapke to discuss Huber's submittal comments, emailed Ron at CNT to get 8 new static IP addresses for sludge dewatering equipment; received IP addresses from CNT and forwarded to Craig Knapke/Access Engineering

### **Electric Distribution**

1. Set 20 poles
2. New Services
  - a. Underground 2
  - b. Overhead 1
3. Service Replacement
  - a. Upgrade Underground 7
4. Street Lights
  - a. Repairs 5
  - b. New Installs 1
  - c. Replaced 10
  - d. Pole New/Replace 1
5. Underground Locates (OUPS) 130
6. Traffic Signals
  - a. Replace defective loop detector northbound Myers Road and Lilac Street
  - b. Reset loop detectors northbound and southbound State Route 29 and Grand Lake Road
  - c. Replace 2 failed green LED's at Main and Summit
7. Substations
  - a. Work on CAPT Bill

- b. Annual weed control spraying- NOVCO
- 8. Tree Trimming
  - a. Remove tree and stump- State Route 197 east of Myers Road- Springer & Sons
- 9. Request or Miscellaneous Jobs
  - a. Take down street light wire and put back up for tree trimmers- N. Walnut Street
  - b. Put up red tent at Lake Shore Park
  - c. Work on equipment and watch safety videos
  - d. Put up flower baskets downtown
  - e. Repair flags
  - f. Hand out notices to businesses prior to DP&L planned system outage
- 10. Trouble Calls
  - a. 5/10/2020- Frahm Pike east of Township Line Road- garage fire
  - b. 5/11/2020- Mud Pike west of State Rout 118- broken cutout
  - c. 5/17/2020- UPS- Industrial Drive- broken cutout
  - d. 5/19/2020- Rice Road, Bogart Road- sectionalizer open, no cause found
  - e. 5/23/2020- Barber Warner Road- east of Mercer Auglaize County Line Road- customer dug through UG service to barn
  - f. 5/24/2020- Pine Road- cutout open
  - g. 5/27/2020- Hone Weir Road- west of Township Line Road- 3 phase line pole off and over road
  - h. 5/30/2020- shut off 2 of Crowns transformers for maintenance during DP&L outage
  - i. 5/30/2020- Willow Street- ½ power, bad secondary OH
  - j. 5/30/2020- State Route 29 and Havemann Road- traffic signal on flash- reset
  - k. 5/31/2020- Leona Street- bad transformer
- 11. Large Projects
  - a. Replace pole and transformer station- State Route 118 south of Tama Road, Tama Road west of State Route 118
  - b. Replace 2, 1 phase line poles on Pine Road
  - c. Replace lift poles- Frahm Pike, Tama Road and Swamp Road
  - d. Replace 2, 1 phase line poles on Erastus Durbin south of Pine Road
  - e. Replace 9 poles along alley, 800 and 900 block of Echo Street
  - f. Pull in 3 phase Primary UG and set pad mount transformer for new grain bins- Ron Frahm Farm, Township Line Road north of Tama Road
  - g. Set take off pole on W. Logan for new Jackson Tractors building
  - h. Move transformer station and set lift pole on south Cherry Street
  - i. Vac-Con prep work, replace 2-3 phase UG takeoff poles and pull in new 350cu conductors for underground tie for feeders #3 and #7- Johnson & Buckeye
  - j. 5/30/2020- DP&L planned system outage- 12:01 AM to approximately 4:00 AM

### Income Tax – May 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>	158,644.51	252,712.96	44,698.40	362,892.48	371,025.54	381,173.96	10,148.42	2.7
<b>Non Resident Bus</b>	19,500.68	27,001.81	11,365.23	38,910.94	50,651.83	42,092.87	-8,558.96	-16.8
<b>Resident</b>	193,369.37	167,356.73	69,931.25	521,880.70	522,782.78	427,077.02	-95,705.76	-18.3
<b>Non-resident</b>	27,907.05	17,558.37	16,309.79	57,426.63	48,697.95	43,930.83	-4,767.12	-9.7
<b>Withholding</b>	394,314.18	351,571.97	342,114.93	1,806,901.48	1,813,971.43	1,796,157.85	-17,813.58	-0.9
<b>Non Resident W/H</b>	11,608.78	11,996.10	11,080.59	60,702.54	60,470.36	52,516.37	-7,953.99	-13.1
<b>Grand Total</b>	805,364.57	828,197.94	495,500.19	2,848,714.77	2,867,599.89	2,742,948.90	-124,650.99	-4.3

	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	\$466,258.90
<b>March</b>	\$553,910.83	\$489,686.20	\$509,758.48	\$553,445.37
<b>April</b>	\$694,964.08	\$676,370.43	\$655,859.08	\$768,825.17
<b>May</b>	\$704,868.16	\$805,364.57	\$828,197.94	\$495,500.19
<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>	