

**Administrative Report**  
**June 19, 2020 to July 9, 2020**

**Administration**

1. Boat Docks are available for rent for the season:
  - a. May 1<sup>st</sup> –June 30<sup>th</sup>- \$330.00
  - b. July 1<sup>st</sup>- July 31<sup>st</sup>- \$220.00
  - c. August 1<sup>st</sup>- November 1<sup>st</sup>- \$110.0011 docks on West Bank Road have been rented
2. Bryson Swimming Pool is open for Private Pool Parties
3. Selling miscellaneous items on Gov Deals
4. Miscellaneous employee changes/questions
5. Employee bi-weekly accruals
6. Payroll
7. New hires- seasonal- pool

**Engineering**

1. Zoning permits – 15 miscellaneous permits
2. Zoning violation on S Enterprise being investigated
3. Currently working on a case with person living in camper in back yard
4. RV/bus in front yard (sent a certified letter)
5. Removal of signs in right of way
6. City mowed 6 properties that are vacated
7. S Main St (old racquet club) weeds
8. 522 N Mill St – weeds/grass
9. 901 N Sugar St – grass (sent a certified letter)
10. Meeting planned for July 9, 2020 to hear cases by Lois Demeter (680 N Main St), Randy Bruns (Golfview Dr) and Cole Stephens (229 E Market)
11. Meeting scheduled for March 26, 2020 to hear an appeal from Summit Locations in regards to a billboard sign proposal at 1845 E Market St (currently with storage units) has been placed on hold till further notice.
12. 1405 Michael Ave (J Hinton) has applied for a variance for a shed less than five feet from property line.  
\*\*Both of these cases will be heard at a scheduled meeting on July 16, 2020

**Fire Department**

1. Runs to date: Squad 160-Total year 886/Fire 17-Total year 172:Primary squad runs for other branches 4 – Total year 38
2. Assisting parks department with watering evergreens at Eastview Park and Lakeshore Drive.
3. Auxillary training was held on July 8, 2020 and training will be on July 22.
4. On June 30, 2020 at 0237 hrs, responded to house fire at 812 Echo St. The fire started in the garage and cause is under investigation. Property was a total loss including two vehicles destroyed and significant damage to camper. The two houses to the south suffered damage, two out buildings, and pickup truck damaged, due to the heat from the fire. Total loss \$129,000.

5. On Monday July 6 at 0348 hrs. Ohio DNR and Montezuma FD requested our assistance with the boat for a missing jet skier. The jet skier was found deceased.
6. Sold three items on Gov. Deals (\$2471.00)

### **Police Department**

1. Calls for Service 1006
2. Reports written 161
3. Arrests 43
4. Citations 30
5. Crashes 10
6. Warnings 82
7. Reports of Interest: On July 3<sup>rd</sup> at about 6:42 AM, officers were sent to the spillway regarding a male who had fallen in the water and was injured. Officers found a 34 year old Dayton man in the water under the bridge. He was thrashing about in the water, apparently unable to control himself. Ptl. Dave Powell, FF Russ moorman and MCSO Dep. Samantha Wehe entered the water. They found the man very confused and disoriented. They were able to secure to a Reeve Sleeve and he was pulled for the water and taken by ambulance to the hospital.
8. TOTAL POLICE DEPT CALLS FOR SERVICES, YTD: 7,884

### **Parks and Recreation**

1. Working at the parks
2. Office work

### **Parks Maintenance**

1. Dump trash from parks
2. Cleaned up boardwalk from geese
3. Mowing parks
4. Mulching
5. Paint bridge at Pullman Bay Park

### **Public Works**

1. Mowing cemetery 2 employees 16 hours each
2. Mowing parks 2 employees 24 hours each
3. Mowing side ditches and Highway
4. Mowing unkept properties
5. Patch Pot holes
6. Sweep Streets
7. Brush and Limb collection
8. Replace Catch Basins for future road project

### **Sewer Collection**

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

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

1. Billed 2071 customer billings
2. Sent out 288 delinquent notices
3. Shut off 18 customers
4. Sent out refunds/final billings
5. Meter readers continue reading routes

### **Water Treatment Plant**

1. COVID-19 mitigating measures are in place (Cleaning/disinfecting throughout the facility continues to be top priority)
2. Completed 61 microbiology samples
3. Continued weekly sampling for Microcystin analysis
4. All Finished water samples were non-detect for Microcystin Toxin
5. Continued lagoon effluent Microcystin monitoring (NPDES Permit)
6. Continued Microcystin Analysis for outside communities (Paulding, Van Wert, Delphos)
7. Continue Microcystin Analysis for West Beach project (GLSM State Park)
8. Bryson Pool – in operation, no issues to report
9. Technology Committee Meetings scheduled for August 18<sup>th</sup> and November 17<sup>th</sup>, 2020
10. South raw water pump removed from service for repair – cost to come after inspection – still waiting
11. Completed N. rapid mix, Flocculator & settling basin cleaning and inspections
12. Completed recarbonation, # 2 ozone basin & channel cleaning & inspections
13. Completed S. rapid mix, flocculator & settling basin cleaning & inspections
14. #1 ozone basin to be completed next week
15. Carbon exchange for tank #8, completed 07/08/20
16. AWC by-weekly phone meetings completed, project on schedule for 10/2020
17. Sludge and Air testing with OSU ongoing, additional samples were collected on 2/7/20, waiting on results
18. Constructon drawings at 90%, project out bid June 16<sup>th</sup> – July 16<sup>th</sup>, 2020

### **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 (check generators/voice reporters and clean level probes weekly) perform buildings/grounds duties as needed
2. Completed SOUR tests – transferred to mixing tank
3. Assisted insurance appraiser with lift station appraisals
4. Continue mowing/sprayed weeds
5. Updated Biosolids Site Records
6. Dennys Door sales completed repairs
7. Completed Lift Station reports/Operating reports
8. Worked on adapter fabrication for wwtp light poles
9. Installed new LED lights on light poles
10. Removed/installed UV blower motor

11. Delivered 4 barrels of waste oil to Jacksons Garage
12. Rebuilt Stenner Chemical feed pump
13. Fertilized Kingswood yard
14. Reviewed sludge bunker addition submittals from Buschur Electric
15. Contacted Barger about storm line valve parks
16. Hosed Clarifiers
17. Installed shut off valve on storm line south of bunker, blocked valve and covered with natural sand, backfilled trench and catch basin area with good stop soil
18. Troubleshoot Raw Control room ventilation system and found bad fan motor
19. Filled in low spots with topsoil and graded with loader
20. Serviced Thern Crane/Centrifuge
21. Review SCADA I/O list from Joe Walker
22. Worked on Mechanical Gate in screen room
23. Hosed Walmart wetwell/coarse bar screens

### **Electric Distribution**

1. Set 12 poles
2. New Services
  - a. Underground 5
  - b. Overhead
3. Service Replacement
  - a. Upgrade Underground 8
  - b. Upgrade Overhead 1
4. Street Lights
  - a. Repairs 2
  - b. New Installs
  - c. Replaced 4
  - d. Pole New/Replace
5. Underground Locates (OUPS) 113
6. Traffic Signals
  - a. Test and reterminate loop leads – Lilac & Meyers Rd – Security Signal  
Troubleshoot loop/timing issues-St Rt 29 & St Rt 703 – Security Signal
7. Substations
  - a. Staeger Sub-complete testing and inspection-UIS/Power Services
8. Tree Trimming
  - a.
9. Request or Miscellaneous Jobs
  - a. Replace worn flags-Main St
  - b. Finish concrete work on Buckeye N. of Johnson-Feeder 3 & 7 tie
  - c. Straighten flag poles by the lake
  - d. Replace service drop-Echo St
  - e. Pour concrete on West Market St by Landmark
  - f. Replace receptacles at Bryson Park
  - g. Replace Pad and raise transformer Michael Ave.
10. Trouble Calls
  - a. 6/19 Boardwalk Grill-west bank road-bad transformer

- b. 6/21 Windsor Circle-Bad URD and replace meter base
  - c. 6/26 Meters Rd. between Jackson & Jefferson-pole off, traffic accident
  - d. 6/30 NE corner of Echo & Pine St – House fire
  - e. 7/4 E.Anthony St – transformer
  - f. 7/8 Grand Lake Rd., Lakeview, Nichelson Dr-storm damage from tree limbs falling
11. Large Projects
- a. Bore in conduits at solar field for PD building, also pull wire & set transformer & transcloser
  - b. Replace 3 line poles on Brown Rd
  - c. Replace 4 lines poles on St. Rt. 127 S. of Schunck Rd
  - d. Replace poles on Meyers Rd. between Jackson & Jefferson after accident
  - e. Prep. Work for boring in pipe to replace OH-West of Grand Lake Rd. N of RR tracks
  - f. Clean up easements after OH to UG changeover Clover Lane, Rosewood Areas
  - g. Clean up easements after OH to UG changeover Linden, Maple, Willow Areas
  - h. Prep work for boring in pipe to replace OH-West of Grand Lake Rd. N. of RR tracks
  - i. Pull in primary to replace secondary and add transformer for Boardwalk Grill-West Bank Rd

	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>	175,959.53	224,301.72	193,940.22	538,852.01	595,327.26	575,114.18	-20,213.08	-3.3
<b>Non Resident Bus</b>	9,236.29	12,429.80	4,215.10	48,147.23	63,081.63	46,307.97	-16,773.66	-26.5
<b>Resident</b>	46,375.26	90,429.68	62,349.99	568,255.96	613,212.46	489,427.01	-123,785.45	-20.1
<b>Non-resident</b>	3,375.14	13,492.74	7,106.39	60,801.77	62,190.69	51,037.22	-11,153.47	-17.9
<b>Withholding</b>	352,705.14	403,817.26	349,615.36	2,159,606.62	2,217,788.69	2,145,773.21	-72,015.48	-3.2
<b>Non Resident W/H</b>	4,566.19	9,552.94	8,409.69	65,268.73	70,023.30	60,926.06	-9,097.24	-12.9
<b>Grand Total</b>	592,217.55	754,024.14	625,636.75	3,440,932.32	3,621,624.03	3,368,585.65	-253,038.38	-6.9

	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	\$625,636.75
<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>	