

Administrative Report
June 21, 2019 to July 18, 2019

Administration

1. Boat Docks are now available for rent for a discount of \$217.80
2. Selling miscellaneous items on Gov Deals
3. Gordman's Grand Opening was June 27th
4. Public Auction will be August 8th at 4PM at the Winklejohn Building
5. Insurance changes
6. Employee accruals/FMLA
7. Payroll
8. Pension reporting & payments
9. 2nd Quarter Reporting (Federal, State, OBES)

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. 7321 – Jerry Voisinet – 1845 E Market St. – Commercial Storage Building
 - b. 7322 – Karlee Fledderjohann – 433 W Anthony St. – Fence
 - c. 7323 – Kelly Axe – 217 Dogwood Dr. – Fence/Shed
 - d. 7324 – Douglas Shema – 1017 Kensington Ln. – Shed

*Special note: Engineering has been working with homeowners who were affected by recent tornado. Assisting in expedient paperwork filing and site locations.
3. Violations: High Weeds/Grass
 - a. Grass
 - i. 1018 Willow St
 - ii. 604 N Mill St
 - iii. 205 Zillah St
 - iv. 322 W Logan St
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 Planning Commission meeting scheduled in August for rezoning of a parcel.
6. Board of Zoning Appeals:
 - a. There was a Board of Zoning Appeals meeting July 2, 2019 at 6:00 pm. The meeting was regarding setbacks for a shed.
7. 2019 Construction Updates:

- a. 2018 North Main Street Improvements:
North Main St. is complete.
- b. 2018 Bryson Park District Phase 2 Amphitheater:
Bruns Building & Development resumed work on the Amphitheater structure on 3/7/2019. The contractor has cleaned and sealed the amphitheater concrete and is continuing the installation of sidewalks to the east of the amphitheater. The electrical is nearing completion and they are rough grading the job site.
- c. 2018 Street Resurfacing Project:
2018 Street Resurfacing project is complete.
- 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 has completed the seat walls and the concrete sidewalks completed. Currently the contractor is working on the steps area north of the amphitheater. We expect this project to be completed in the near future.
- e. 2018 East Livingston Street Improvements:
PAB Construction Co. has resumed work on phase 1 from Main St. to County St. Dominion Energy has completed the replacement of the natural gas lines in this area. The contractor will continue excavating the existing roadway and installing curb and gutter and driveways.

PAB Construction Co. is also continuing the phase 2 portion of this project which is located from County St. to the Railroad tracks at Fountain St. The contractor is presently excavating the existing roadway and is installing sidewalks in this area. Drainage will also be installed from College Ave. to the railroad tracks.

The completion of this project will be delayed due to the conflicts with the gas lines and the weather.
- f. 2019 Street Resurfacing Project:
The 2019 Street Resurfacing project is complete.
- g. 2019 West Market Street Utility Improvement:
The City received a bid from Tom's Construction. The City expects 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- 148; Total Year- 1,044
 - b. Fire- 34; Total Year- 239
 - c. Primary Squad Runs for other Branches- 1; Total Year- 34
 - d. Provide a medic on six runs for Coldwater and Rockford
2. Called to a boat fire on the lake on 6/30/19. Five people on a pontoon and the fire was contained to the motor. The fire extinguished the occupants. Assisted by DNR and Montezuma Fire Department.
3. Auxiliary training was Wednesday evening July 12th.
4. Three-hour EMS in-service was held on July 16th, 17th, and 18th
5. Fire at 3311 Shore Drive, straw bales caught on fire next to a house. Approximately \$5,000.00 in loss.
6. An elderly male walked into the station on Friday, June 26th and advised he was having trouble with his pickup truck. We determined the man had dementia and was a missing person from Germantown, Ohio. Celina Police Department assisted in contacting the Montgomery County authorities and planned for his return to his family.
7. On Sunday, June 30th responded to a boat fire (motor) on the lake. On arrival the fire was out. Loss \$1,000.00. Assisted by DNR and Montezuma Fire Department.
8. Responded to 2 cooking fires—no damage in either fire
 - a. 812 Pro Drive Apt. 41
 - b. 403 Livingston Street
9. Lake Festival Fireworks- to conduct inspection and Rescue 1 Boat to be out on the perimeter of the fireworks display
10. Provide 2 light towers for the Lake Festival
11. On July 17th recovered a stolen pickup truck from the Lake at the end of west Bank. The vehicle was approximately 60' into the lake. The boat worked well while performing a dive operation. A car also was found partial in the lake at the same location which was stolen.
12. On July 18th conducted hydrant flow test on new fire hydrant installation. Water Distribution assisted.
13. Wright State new addition was inspected on July 17th
14. Doing numerous inspections on the new Tri Star building
15. Auxiliary training will be conducted on July 23rd
16. Conducted fire extinguisher training at Mercer County Highway garage on July 18th

Police Department

1. Calls for Service- 1,515
2. Reports Written- 164
3. Arrest- 61
4. Citations- 36
5. Crashes- 23
6. Warnings- 107
7. Since last council meeting Celina Police officers have taken 14 vandalism reports. Parks seem to be a target of late. On July 16th vandalism at the amphitheater. This was mainly breaking the new concrete. On July 10th the concrete at the skate park at Westview Park

was heavily spray painted with graffiti. This particular paint has proven very difficult to clean. On July 5th the restroom near the gazebo at Lakeshore Park was also spray painted with obscene drawings. On June 24th an off duty officer found an adult male hitting and banging loudly on the restroom stalls at Eastview Park. He did not cause any damage.

8. Several private cars have been damaged around town. From greasing door handles to scratching and spray painting cars and egging. Some of these seemed to have a personal touch, rather than random acts.
9. Total Police Department Calls for Services, YTD: 9,875

Parks and Recreation

1. Office Work
2. Finishing up our baseball and softball tournaments and season- equipment being returned
3. Rec Pool Party was 7/18/19
4. Working on Soccer and Football sign ups

Parks Maintenance

1. Dump trash from parks
2. Cleaned up boardwalk from geese
3. Serviced parks equipment
4. Mow grass in parks
5. Water flowers downtown
6. Spray weeds
7. Getting ball diamonds ready for Rec games
8. Getting ready for Freedom Days/ Cleaned up from Freedom Days
9. Cleaned up from Taste of Celina

Public Works

1. Sweep downtown
2. Pour concrete for Bryson Park playground
3. Brush collection completed
4. Mowing side ditches and City owned fields
5. Mowing high grass on vacant business/home properties
6. Spray weeds
7. Patch streets
8. Add stone to breakwater
9. Clean up buildings at Heffner properties
10. Work on force main at Rex Plex lift station
11. Set up detour for Taste of Celina
12. Pour concrete on various streets and curbs
13. Install new sign at Westview Park

Water Distribution

1. Install new water services
2. Miscellaneous orders (dead meters, water turn ons and offs. Leaking meters)
3. Water valve repairs, fire hydrant repairs
4. Locates of utilities

5. Repair main break on Anthony Street
6. Help with force line replacement

Sewer Collection

1. Locates for utilities
2. Jet sanitary and storm sewers
3. Cleaned catch basins
4. Camera sewers for repairs
5. Repair catch basins
6. Fix suck holes

Customer Accounts/Meter Readers

1. Billed 4,418 customer billings
2. Sent out 464 delinquent letters
3. Shut off 40 customers
4. Sent out final billings and refunds
5. Meter readers continue reading

KWH Tax June 2019

	Number of KWHs Distributed	Tax
Inside Accounts	11,687,500	\$47,483.19
Outside Accounts	<u>7,018,598</u>	<u>\$27,525.80</u>
Total for All Accounts	18,706,098	\$75,008.99

Water Treatment Plant

1. Completed 58 microbiology samples
2. Continued weekly sampling for Microcystin analysis:
 - a. Raw Water 06/25/19 – 33.0 ug/L
 - b. Raw Water 07/02/19 – 25.2 ug/L
 - c. All Finished Water Samples were Non-Detect for Microcystin Toxin
 - d. Continued Microcystin Sampling for outside communities (Paulding, Van Wert, Delphos)
 - e. Running Microcystin analyses on Eastview Park Beach, beginning the end of June
 - i. All have been non-detect
3. Prepping for Lead/Copper sampling, scheduled for August
4. Bryson Pool Operations
 - a. Pool is open and operational
 - i. New door frames to be painted in a few weeks
 - ii. Tipping fish pole cap is cracked again, working on a repair plan
 - iii. Basket House roof replacement awarded to Schmitz Enterprises
 1. PO for \$33,493.00 submitted, to be completed in Sept. 2019

5. Water Dept. Training
 - a. Operators attended a reservoir management seminar on June 27th, 2019 (6.0 Hrs. CEU)
 - b. July 18th, 2019 - OTCO Seminar in Wapakoneta, Ohio (6.0 Hrs. CEU)
6. WTP Buildings, Grounds, & Operations:
 - a. Continued mowing grass @ WTP, Lagoons, & Industrial Park Tower
 - b. Continued Spring tank cleaning
 - c. Hypo tank replacement and door installation
 - i. Tanks delivered July 1st
 - ii. Garage door opening is cut out and framed
 - iii. Door ordered, no delivery date as of yet
7. 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, Completed
 - d. Project #3, Clarifier Replacement
 - i. Continuing sludge testing with pilot unit
 - ii. Pilot/Project tour w/Lt. Governor Jon Husted's office
8. Completed 48 microbiology samples
9. Continued weekly sampling for Microcystin analysis:
 - a. Raw Water 07/09/19 – 28.7 ug/L
 - b. Raw Water 07/16/19 – 31.2 ug/L
 - c. All Finished Water Samples were Non-Detect for Microcystin Toxin
 - d. Continued Microcystin Sampling for outside communities (Paulding, Van Wert, Delphos)
 - e. Running Microcystin analyses on Eastview Park Beach, beginning the end of June
 - i. All have been non-detect
10. Prepping for Lead/Copper sampling, scheduled for August
11. Bryson Pool Operations
 - a. Pool is open and operational
 - i. New door frames to be painted in a few weeks
 - ii. Tipping fish pole cap is cracked again, working on a repair plan
 - iii. Painted "Pool Staff Only" parking spots
 - iv. Basket House roof replacement awarded to Schmitz Enterprises
 1. PO for \$33,493.00 submitted, to be completed in Sept. 2019
12. Water Dept. Training

- a. 2 Operators to attended Algal Toxin seminar August 7th & 8th, 2019 (12.0 Hrs. CEU)
 - b. July 18th, 2019 - OTCO Seminar in Wapakoneta, Ohio (6.0 Hrs. CEU)
 - c. OTCO seminar in Deer Creek State Park, July 30th, 2019 (6.0 Hrs. CEU)
13. WTP Buildings, Grounds, & Operations:
- a. Continued mowing grass @ WTP, Lagoons, & Industrial Park Tower
 - b. Continued Spring tank cleaning
 - i. Completed Recarb, #2 Ozone, & channels
 - ii. South settling & flocculators scheduled for next week
 - c. Hypo tank replacement and door installation
 - i. Tanks delivered July 1st, 2019
 - ii. Garage door opening is cut out and framed
 - iii. Door ordered, no delivery date as of yet
14. 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
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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. Confirmed that Rec-Plex flood pump was pumping (water spraying from air-release)
3. Hauled 1 load of scrap metal to 3 Sons
4. Received budget quotes for equipment dewatering upgrade
5. Scheduled SPEARS solvent cement class for Wed, August 21 (2 contact hrs.)
6. Added isolation/selector switch for Eaglebrooke generator and separate circuit for high level alarm
7. Filled calcium nitrate tanks at Eaglebrooke and Walmart lift stations
8. Cleaned up stone out of Rec-Plex ditch (from flood)
9. Hauled 3 loads stone to 4-H lift station and 1 load to WWTP
10. Cleaned up flood debris on north side of fence and hauled to dump
11. Cut and removed damaged asphalt from flood at Rec-Plex and hauled to dump
12. Registered for recertification workshop for pesticide license renewal

13. Cleaned up flood debris south of fence and hauled to dump
14. Completed SOUR test on AD#3 6/30; transferred to mixing tank
15. Used mini excavator to dig out and form up drive at Rec-Plex
16. Updated electrical drawings for Eaglebrooke lift station
17. Poured driveway at Rec-Plex
18. Discovered Rec-Plex forcemain break; setup Global pump and hose to bypass break
19. Reported SSO to OEPA; met with Jason Rose, Jerry Barger, Garrett/Kerry to discuss game plan for repair, cameraed and marked forcemain, ordered materials
20. Picked up materials in Indianapolis, reserved coring rig from Auglaize rental, chiseled out grout around existing forcemain inside valve pit, pulled both pumps for inspection (both ok, concluded airlocking from forcemain break), loaded up boat and purchased hydraulic cement
21. Bored for 4" HDPE forcemain pipe under Beaver Creek, dug out around discharge manhole and cored new hole, dug out around valve pit and exposed forcemain, installed several 20' C900 pipe, grouted around pipe in manhole
22. Pulled 4" HDPE pipe, connected forcemain at station, backfilled w/ natural
23. Completed installation of C900 pipe, backfilled trench and hole by liftstation, grouted around force main in valve pit at station; started station up at 7:00 AM, broke down bypass pumping equipment, graded dirt and seeded banks
24. Jutte Excavating moved dirt
25. Added stone along new drive at Rec-Plex
26. Touch based with Huber/Mike Rowe on equipment pricing
27. Discussed sludge improvement engineering with Craig Knapke/Access Engineering, informed would receive engineering estimate by August

Electric Distribution

1. Set 6 poles
2. New services
 - a. 3 Underground
 - b. 1 Overhead
3. Replacement/upgrade
 - a. 1 Undergrounds
4. Street lights
 - a. 10 Repairs
 - b. 3 Replaced
 - c. 12 New Install
 - d. 3 New Pole
5. Underground Locates (OUPS) 96
6. Traffic Signals
 - a. Replace failed pedestrian light at Main and Fulton west bound south side
 - b. Replaced failed pedestrian signal- Main and Fayette south bound east side
7. Substations
 - a. System mapping
 - b. Replace failed A/C unit at Walnut Substation building- cleaned all other substations A/C units- Consolidated
 - c. Replace 69kv arresters and CT's on McGraw transformer- Summit Street

- d. Complete testing of McGraw transformer after all repairs completed- Power Services
 - e. Put McGraw transformer back on line after all repairs completed
 - f. Replace regulator with cracked bushing with spare- Havemann
8. Tree Trimming
- a. East Market Street CMU crews
 - b. 300 block E. Anthony- large oak tree removal along 3 phase line- Schmiesing Tree Service
9. Request or Miscellaneous Jobs
- a. Repair flags for downtown
 - b. Set lift pole and build station for shooting range- Meyers Road
 - c. Hang Veterans Banners
 - d. Move poles and build station at house- Township Line Road- south of Schleucher Road
 - e. Move pole, set anchor and build new station Stose Road
 - f. Replace service drops- State Route 127 north of Oregon Road, East Fulton Street
 - g. Restore areas after boring work- Gallman addition, Mooring Line
 - h. Pull poles- State Route 703 after 2018 replacement project
 - i. Set all temporary panels for taste of Celina and then remove afterward
 - j. Drill holes for Police Department at shooting range- Myer Road
 - k. Assist Police Department and Street Department with moving material from Heffner property
 - l. Assist Street Department with building aluminum hand rail
10. Trouble Calls
- a. 6/23/19- Westlake Villas- turn power back on after water receded
 - b. 6/23/19- Alley by Dominoes- remove low hanging wire- was telephone
 - c. 6/27/19- Burrville Road-
 - d. 6/28/19- Oregon Road- replace 50kva pad transformer
 - e. 6/30/19- Main & Fulton- signal on flash
 - f. 7/2/19- Hasis Road house- blinking lights- re-squeezed splice
 - g. 7/3/19- E. Livingston Street/Fulton Street- replace failed transformer
 - h. 7/6/19- Mercer Road- tree limb on line
 - i. 7/7/19- Schunk Road- killed bird
 - j. 7/9/19- E. Market Street- straighten light pole on E. Market Street- car backed into it
 - k. 7/9/19- Haigs Street- killed squirrel
 - l. 7/12/19- Police Department- camera not working- bad connection
 - m. 7/14/19- N. Walnut Street- limb on service drop
 - n. 7/15/19- E. Livingston Street/Fulton Street- replace failed transformer
 - o. 7/15/19- Hoying and Cron Street- lateral fuse open
 - p. 7/16/19- E. Anthony Street- tree limb on drop- high winds
 - q. 7/16/19- N. Ash Street- tree limb on drop- high winds
 - r. 7/16/19- S. Sugar Street- killed a bird
11. Large Projects
- a. Continue repairs required after Memorial Day tornado
 - i. Replace street light poles, remove services from homes to be demolished

- b. Cleanup in easement between Rosewood and Cedar- OH to UG
- c. Pull wire, set 3 phase transformer and terminate- new Francis Furniture- Havemann Road
- d. Move transformers and set box pad at new apartments on Meadowview Drive
- e. Continue repairs required after Memorial Day Tornado- straighten poles, pull poles, replace poles, replace street lights
- f. Pull in primary URD, set transformer, 300 kva, and terminate- MVP Dairy (4th- 3phase transformer set here)

Income Tax – June 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	132,483.22	175,959.53	224,301.72	574,197.22	538,852.01	595,327.26	56,475.25	10.4
Non Resident Bus	12,039.57	9,236.29	12,429.80	96,166.85	48,147.23	63,081.63	14,934.40	31.0
Resident	53,656.51	46,375.26	90,429.68	533,659.13	568,255.96	613,212.46	44,956.50	7.9
Non-resident	4,183.80	3,375.14	13,492.74	53,165.57	60,801.77	62,190.69	1,388.92	2.2
Withholding	319,904.50	352,705.14	403,817.26	2,070,366.69	2,159,606.62	2,217,788.69	58,182.07	2.6
Non Resident W/H	4,271.46	4,566.19	9,552.94	50,179.38	65,268.73	70,023.30	4,754.57	7.2
Grand Total	526,539.06	592,217.55	754,024.14	3,377,734.84	3,440,932.32	3,621,624.03	180,691.71	5.2

	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	\$828,197.94
June	\$544,851.44	\$526,539.06	\$592,217.55	\$754,024.14
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	