

## **Administrative Report**

### **July 22, 2022 to August 4, 2022**

#### **Administration**

1. Boat Docks on West Bank Road have all been rented out for this Summer. We do have boat docks available at the Hot Water Hole for \$330.00 for the Summer.
  - a. August 1<sup>st</sup> –November 1<sup>st</sup> dock rental fees are \$110.00
2. Job opening for 2 full-time dispatchers
  - a. Deadline to apply is Tuesday, August 9<sup>th</sup> at 4:00 PM
3. Accepting bids until August 12<sup>th</sup> at 11:00 AM for janitorial services at the City Hall
4. Lieutenants who would like to take the Fire Chief Exam in November/December must submit a letter by Friday, August 19<sup>th</sup> at 4:00 PM.

#### **Engineering Department**

1. 2022 Construction Updates
  - a. Lions Club Building
    - i. Plans have been prepared and are at present being reviewed for changes before being put out for bids.
    - ii. This project is to be advertised 4-7-22 and 4-14-22. Bid opening will be held 4-28-22 at 10am.
    - iii. This project is to be advertised 5-5-22 and 5-12-22. Bid opening will be held 4-19-22 at 10am.
    - iv. Bid opening on 5-19-22 presented 2 bidders: Muhlenkamp Building Corp. and Alexander & Bebout, INC. The bids are currently under review.
    - v. Muhlenkamp Building Corp. was the apparent low bidder at \$373,324. They are currently ordering materials and getting a construction schedule together.
    - vi. **No Change**
  - b. 2022 Fulton Street Reconstruction
    - i. The bid opening for this project was held December 10th at 11:00am. Our Engineer's estimate was \$2,500,000.00. Hohenbrink Excavating was the apparent low bidder for the project at \$2,319,496.37 and has been given notice of award.
    - ii. A pre-construction meeting was held on 2-1-22. Hohenbrink Excavating anticipates a start date of 3-1-22.
    - iii. This project is underway. Hohenbrink Excavation has removed asphalt in the 400 and 300 blocks of West Fulton St. They have started at the west end with storm sewer installation, and will continue to move towards Main Street in the upcoming weeks. Their schedule shows them completing all storm sewer in Phase 1 (west of Main St.) by March 24th before beginning water line installation on the 25th.
    - iv. Hohenbrink has started waterline installation as of March 23rd. They completed their 20" tie in at sugar street and have mainline installed heading west past mill street. They continue to make good progress despite a couple rain delays.

- v. Phase 1 continues. Hohenbrink has all water main installed and continues to install STM structures. The plan is to pressure test the main next week before installing service lines. All is going according to plan and on schedule.
- vi. Hohenbrink continues to work on water services and has 2 main tie-ins they plan to have completed by the 29th. Once the water utilities are installed they will begin excavation and placement of the aggregate base roadway.
- vii. All water main and service lines are complete for phase 1. Hohenbrink is completing some storm work the week of the 9th and plans to begin roadway excavation and curb work the week of the 16th.
- viii. Roadway excavation and subbase improvements continue through this week in Phase 1 (main to west). No scheduled date for curb work yet as crews ran into some gas line conflicts that are to be resolved toward the end of this month. To keep moving forward Hohenbrink plans to start some milling and removals in Phase 2 (buckeye to east) in the next week.
- ix. Hohenbrink has finished rough grading in prep for curb work in phase 1. We are told it will be approximately 1 more week until the curb company will be in. At this time the contractor has started sanitary work in phase 2 (buckeye to college) replacing the main in roadway and all laterals up to the right of way.
- x. Phase 2 of this project is underway with Hohenbrink working on Storm and Waterline East of Buckeye Street. Due to some conflicts with gas service lines, Dominion has now contracted out some mainline replacement in this section. Weather depending, Both the Gas Company and Hohenbrink are scheduled to have most work done by the end of August for phase 2.
- xi. Water service installs are complete. Hohenbrink continues to work around the gas company to get as much done as they can. They have a few hundred feet of storm line and one water main connection to make before being able to cut the road and prepare for curb. The gas company is still on track to be done with their mainline and services by the end of August before moving into phase 3 where they will continue with updates to their system.**

### **Fire Department**

- 1. Runs to Date:
  - a. Squad- 83; Total- 1,152
  - b. Fire- 18; Total- 206
  - c. Primary Squad Runs & Assist for other branches- 1; Total- 40
- 2. Mercer County Fair activities we will participate in:
  - a. Be present for the 2 fair concerts.
    - i. Provide a fire official for public assemblies per the Ohio Fire Code
  - b. Fireworks display Sunday, August 14<sup>th</sup>
  - c. Harness Racing Monday, August 15<sup>th</sup>

- d. Truck & Tractor Pull Tuesday, August 16<sup>th</sup>
- e. Demo Derby Thursday, August 18<sup>th</sup>
- 3. Auxiliary Training will be held on Wednesday, August 24<sup>th</sup>
- 4. Providing a dorm safety presentation to incoming students at Wright State University on Saturday, August 20<sup>th</sup>

### **Police Department**

- 1. Calls for Service- 682
- 2. Reports Written- 217
- 3. Arrests- 22
- 4. Citations- 30
- 5. Crashes- 8
- 6. Warnings- 51
- 7. Reports of Interest:
  - a. On July 29, 2022 at about 9:56 AM, officers responded to the parking lot of China Wok on SR 703 upon receiving a report of a half-naked woman dancing and yelling outside. Officers did find the woman with a man and spoke to them. They apologized and blamed it on the heat. Officers continued to investigate and found nearly 60 grams of meth in their vehicle along with numerous needles, meth pipes, scales and other paraphernalia. This amount of drugs and paraphernalia go well beyond personal use possession. Both suspects are being held in the Mercer Co. Jail on multiple drug charges pending prosecutorial review.
- 8. Total Police Department Calls for Services, YTD: 10,069

### **Parks and Recreation**

- 1. Boys soccer enrollment +6 from last year
- 2. Girls soccer enrollment +26 from last year
- 3. Football enrollment -4 from last year
- 4. Football and Soccer practices are underway
- 5. Bryson Pool is ready for the last 2 weeks of operation and looks like it should be fully staffed and will avoid any closures due to low staff availability.
- 6. Last Day Pool is opened for the season is Sunday, August 21<sup>st</sup>

### **Parks Maintenance**

- 1. Dump trash from parks
- 2. Clean restrooms
- 3. Clean up after geese
- 4. Working on equipment
- 5. Working on soccer and football fields for Rec. Sports
- 6. Mowing parks
- 7. Lake Festival
- 8. Spray weeds in parks

### **Public Works**

1. Work on equipment
2. Brush pickup
3. Lake Festival
4. Swept the streets throughout the town
5. Fixing landscaping wall at Grand Lake Road and Livingston Street
6. Spray weeds on streets

### **Sewer Collection**

1. Locates for utilities
2. Jet sanitary and storm sewers
3. Clean catch basins
4. Hydro excavate for sewer repairs
5. Completed tap locations for residents with sewer issues (Locates)
6. Fix suck holes

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

1. Billed 2,034 customer billings
2. Shut off 17 customers
3. Sent out 349 shut off notices
4. Worked on refunds and final bills
5. Meter Readers continue to read routes and maintain outside of Administration Building

### **Water Treatment Plant**

1. Water Distribution
  - a. Water meter replacement program, continued replacing
  - b. Fire Hydrants continue to be painted
  - c. Lead service line research & replacement program
    - i. 421 E. Fulton St, service line replaced
  - d. Fulton Street Project
    - i. Water line 95% completed.
2. Water Plant
  - a. Continued weekly sampling for Microcystin analysis:
    - i. Raw Water 07/26/2022 – 10.90 ug/L
    - ii. Raw Water 08/06/2022 – 21.40 ug/L
    - iii. All finished water samples were Non-Detect for Microcystin Toxin
    - iv. Continued lagoon effluent Microcystin monitoring (NPDES Permit)
    - v. Continued Microcystin for outside communities (Paulding, Van Wert, Delphos)
    - vi. Continued Microcystin for GLSM State Parks
  - b. WTP Buildings, Grounds, & Operations:
    - i. Driveway & S. Parking Lot, concrete continued
    - ii. Foundation concrete repairs & painting continued, (85% completed)
  - c. WTP Maintenance

- i. Carbon exchange for tank #1 completed
  - ii. Carbon exchange for tank #3 scheduled for October 4<sup>th</sup>, 2022
  - iii. 1952 Settling Basins, OEPA Sanitary Survey hit, repair crumbling concrete
    - 1. S. Settling Basin
      - a. Flaking at grating patch completed, paint next week
    - 2. Sand Filter inlet trench
      - a. Exterior wall flaking to be patched & painted
    - 3. Recarbonation Basin
      - a. Top of wall into #2 Ozone Contactor to be removed & patched
  - iv. GAC transfer pump #4 repair, will need pulled and inspected possible major repair
- 3. Water Dept. Training
  - i. Technology Committee Meetings
    - 1. Scheduled zoom meeting August 16<sup>th</sup>, 2022
    - 2. Sludge Handling Sub-Committee, TBA
- 4. Bryson Pool Operations
  - a. Pool, open for season, as of June 4<sup>th</sup> 2022
    - i. Repaired door bolts
    - ii. Pressure washer not operating properly, checking it out

### **Wastewater**

- 1. Dickman Supply delivered 15-Amp breaker for north screw compressor (for Vertimix systems); installed in MCC panel
- 2. Completed transferring East sludge mixing tank contents to West sludge mixing tank
- 3. Purchased and installed drain valve and tubing to drain AMT sludge pump and discharge line
- 4. Had conversation with Kelly Jutte / St. Mary's W/WW Superintendent about engineering firm and environmental law firm for No Feasible Alternatives for Bypassing
- 5. Completed startup of North Easton screw compressor over phone with Eaton engineer
- 6. Communicated with Justin Larck / Electro Controls about spare vfds needed
- 7. Pumped groundwater out of bypass wetwell
- 8. Changed piping arrangement on polymer feed line on South unit to allow more mixing/contact time before screw press
- 9. Transferred AD#2 to sludge mixing tank; hosed out solids accumulated on floor during transfer process
- 10. Picked up repaired vfds for Fairground LS, checked both for function, installed first unit to ensure proper function; removed first one and installed second unit
- 11. Revised Operating Policy for Ditch Aerators
- 12. Ordered Permit Required Confined Space signs and reviewed Confined Space (Permit Required and Non-Permit Required) policy with staff
- 13. Completed training on discharging vfd capacitor at Fairground LS

14. Troubleshoot Rec-Plex generator starting problem. Closed spark plug gap; cleaned debris out of vent tube on fuel pressure regulator
15. Measured/ordered manhole insert for manhole in back yard of Princeton Ave. resident where old Kingswood LS forcemain discharged into

### **Electric Distribution**

1. Set 2 poles
2. New Services
  - a. Underground 1
3. Street Lights
  - a. Repairs 1
  - b. Replaced 1
  - c. Pole New/Replace 1
4. Underground Locates (OUPS) 52
5. Traffic Signals
  - a. Replaced red light at Summit/Touville intersection
6. Request or Miscellaneous Jobs
  - a. Assisted Public Works with block at Grand Lake and Livingston
  - b. Ryan Heins and Brandon Shafer to training for 1 week at AMP
7. Trouble Calls
  - a. 8/4/2022- Solar field transformer- raccoon
  - b. 7/25/2022- 2 guys assisted with replacing poles at Ohio City- storm (Mutual Aid)
8. Large Projects
  - a. Continued work on street lighting with Fulton Street project
  - b. Continued replacing poles on Feeder 6 loop east of the Fairgrounds
  - c. Demolition of buildings at Heffner Property

### **Income Tax – July 2022**

	2020 Month-to-date	2021 Month-to-date	2022 Month-to-date	2020 Year-to-date	2021 Year-to-date	2022 Year-to-date	2020 vs 2021 Year change	2022vs 2021 Year percent
<b>Business</b>	28,406.69	26,190.07	122,562.89	603,520.87	872,980.64	734,248.06	-138,732.58	-15.8
<b>Non Resident Bus</b>	9,428.00	2,924.44	20,374.94	55,735.97	110,517.64	65,368.81	-45,148.83	-40.8
<b>Resident</b>	90,317.42	110,351.82	94,349.21	579,744.43	663,054.67	497,731.96	-165,322.71	-24.9
<b>Non-resident</b>	10,188.55	9,756.30	31,791.91	61,225.77	85,583.85	71,703.21	-13,880.64	-16.2
<b>Withholding</b>	316,103.51	357,755.65	450,219.86	2,461,876.72	2,600,190.15	2,759,329.44	159,139.29	6.1
<b>Non Resident W/H</b>	11,967.69	13,363.33	14,012.52	72,893.75	75,961.02	76,138.85	177.83	0.2
<b>Grand Total</b>	466,411.86	520,341.61	733,311.33	3,834,997.51	4,408,287.97	4,204,520.33	-203,767.64	-4.6

	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>January</b>	\$457,302.65	\$458,919.27	\$572,934.33	\$478,116.36
<b>February</b>	\$416,481.74	\$466,258.90	\$395,309.69	\$473,587.98
<b>March</b>	\$509,758.48	\$553,445.37	\$492,151.79	\$448,002.22
<b>April</b>	\$655,859.08	\$768,825.17	\$850,639.88	\$698,445.36
<b>May</b>	\$828,197.94	\$495,500.19	\$778,967.41	\$719,166.91
<b>June</b>	\$754,024.14	\$625,636.75	\$797,943.26	\$653,890.17
<b>July</b>	\$434,062.65	\$466,411.86	\$520,341.61	\$733,311.33
<b>August</b>	\$393,088.65	\$539,462.46	\$472,333.24	
<b>September</b>	\$647,270.08	\$581,692.39	\$707,295.13	
<b>October</b>	\$489,731.44	\$431,152.95	\$489,278.54	
<b>November</b>	\$410,789.77	\$436,695.93	\$475,970.73	
<b>December</b>	\$580,818.02	\$614,341.53	\$546,619.75	
<b>Grand Total</b>	<b>\$6,577,384.64</b>	<b>\$6,438,342.77</b>	<b>\$7,099,785.36</b>	