

**Administrative Report**  
**August 24, 2018 to September 6, 2018**

**Engineering Department**

1. Department Projects:
  - a. Zoning Permits//311 updates //Code Enforcement//Planning Commission Meeting Schedule //N. Main Street Improvements
2. Zoning Permits:
  - a. 7239 – Craig Obringer – 912 E. Livingston St. – Fence & Pool
  - b. 7240 – Miller Contracting Group – 1005 Grand Lake Rd. – Commercial Building
  - c. 7241 – Kyle Miller – 1017 Hawthorne St. – Shed & Fence
  - d. 7242 – Ann Hilty – 532 E. Fulton St. – Fence
  - e. 7243 – Mary Dixon – 534 E. Fulton St. – Fence
  - f. 7244 – Carl Huber – 429 W. Anthony St. – Shed
  - g. 7245 – Carl Huber – 433 W. Anthony St. - Shed
3. Violations: High Weeds/Grass and/or Trash
  - a. 534 Heirholzer
  - b. 920 N. Brandon
  - c. 626 N. Brandon
  - d. 658 N. Ash
  - e. 723 Echo
  - f. 719 Echo
  - g. 503 Echo
  - h. 903 N. Walnut
4. Zoning Violations:
  - a. 565 E. Market St. – Coles Motel
  - b. 225 S. Main St. – Celina Motel
  - c. 206 E. Livingston St.
5. Planning Commission:
  - a. Planning Commission meeting tentatively scheduled for September 20 or 27 at 7:00 pm. There is one items on the agenda review:
    - i. Coil Processing – Building Addition

**Fire Department**

1. Runs to Date
  - a. Squad- 90; Total Year- 1,197
  - b. Fire- 13; Total Year- 230
  - c. Primary Squad Runs for other Branches- 1; Total Year- 60
  - d. Fire Inspection Completed for the Month of August- 48
  - e. 47 Hours of Training was completed for the month of August
2. On Saturday, September 1<sup>st</sup> we had a garage fire attached to a house at 519 South Elm Street. The garage suffered heavy damage, destroyed 2 vehicles in the garage, and the house suffered heavy smoke damage. (Total loss \$100,000.00) cause appears to be electrical.
3. Will have a squad at the varsity football game September 14<sup>th</sup>

4. Held an Advanced Cardiac Life Support recertification class for 10 members of the department on Thursday, September 6<sup>th</sup>. Mercer Health Coldwater did the recertification.
5. Held an EMS continuing education class (three hours) on Wednesday, September 5<sup>th</sup>
6. Will be attending the Northwest Ohio Fire Chief's meeting on September 12<sup>th</sup>
7. Will be attending a Grand Lake Marathon meeting for the final details for the Marathon on September 29<sup>th</sup>
8. Department training will be conducted at the Family Dentistry (old office) at 801 East Wayne Street September 14<sup>th</sup>, 15<sup>th</sup> 16<sup>th</sup>. Scheduled for demolition on September 17<sup>th</sup>
9. Will be assisting with the homecoming parade Wednesday, September 12<sup>th</sup>
10. Will be attending a State of Ohio Medical Transportation meeting in Columbus on September 18<sup>th</sup>. Will be drafting new rules for legislation for hospice centers. These rules are being created for transporting hospice patients who don't need further medical treatment.
11. The county EMS has purchased another power load cot for our second out squad. (Cost \$44,000.00) Will be installed on September 10th

### **Police Department**

1. Calls for Service- 755
2. Reports Written- 100
3. Arrests- 41
4. Citations- 19
5. Crashes- 11
6. Warnings- 72
7. Reports of Interest
  - a. On August 22<sup>nd</sup> about 10:33 PM a 20 year old woman exited a moving vehicle on North Main Street near Fulton Street. She received serious head injuries. She has since been released from the hospital. The incident remains under investigation.
  - b. On August 27<sup>th</sup> an Indiana man drove into the lake from Lakeshore Drive by the courtesy docks at the end of Ash Street. He was pulled from the lake by officers and arrested for OVI.
  - c. On August 27<sup>th</sup> and September 28<sup>th</sup> the Celina Police officers assigned to the Grand Lake Drug Task Force assisted in the removal of over 80 marijuana plants in Mercer and Auglaize Counties. Eradication efforts were done with the help of helicopters from the Ohio State Highway Patrol and Butler County Sheriff's Office.
  - d. On August 29<sup>th</sup> a 52 year old man exited his trailer at 440 Touvelle Street when he heard neighbor couple outside arguing. He fired a handgun into the air several times and ordered the man to leave. He went to jail facing multiple charges.
8. Total Police Department Calls for Services, YTD: 14,519

### **Parks and Recreation**

1. Working on soccer schedules and referees
2. Passing out picture packets

3. Planning Fall Fun Fest Punt Pass & Kick
4. Football season starts Sunday, September 9<sup>th</sup>—lining up things for season to start

### **Parks Maintenance**

1. Dumped trash from parks
2. Cleaned up boardwalk from geese
3. Cleaned restrooms
4. Cleaned shelter houses
5. Mow grass
6. Line soccer fields

### **Public Works**

1. Patched potholes
2. Sweep city streets
3. Repairing catch basins
4. Work on equipment
5. Mowing side ditches
6. Dura Patch potholes in streets and alleys
7. Work on storm sewer on Forest Street
8. Repair sidewalks
9. Trim trees in right-away
10. Install aeration system at Westview Park pond
11. Install curb at Eastview for Challenge Course
12. Brush and limb collection

### **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. Locate of utilities
5. Installing water line to splash pad and restroom at Bryson Park District

### **Sewer Collection**

1. Locates for utilities
2. GIS Sewer System
3. Jet sanitary and storm sewers
4. Camera sewers for repairs
5. Repair sanitary sewers
6. Repair catch basins
7. Help other departments with hydro excavations

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

1. Billed 2,635 customer billings
2. Billed 247 delinquent billings
3. Shut off 51 customers
4. Sent out final billings and refunds

5. Meter Readers continue reading

### **KWH Tax August 2018**

	<b>Number of KWHs Distributed</b>	<b>Tax</b>
Inside Accounts	13,286,645	\$54,604.79
Outside Accounts	<u>8,318,432</u>	<u>\$32,876.18</u>
Total for All Accounts	21,605,077	\$87,480.97

### **Water Treatment Plant:**

1. Water Treatment Plant:
2. Completed 61 microbiology samples
3. Continued weekly sampling for Microcystin analysis:
  - a. Raw Water 08/28/18 – 29.3 ug/L
  - b. Raw Water 09/04/18 – 38.3 ug/L
  - c. All Finished Water Samples were Non-Detect for Microcystin Toxin
  - d. Continued Microcystin Sampling for outside communities (Paulding, Van Wert, Delphos)
4. Bryson Pool Operations
  - i. 2018 Projects
    1. Additional Shelter House, re-seeding grass next month
    2. 3 doors on basket house to be repaired / replaced
      - a. Scheduled for completion in a few weeks
    3. Replace roof with green metal to match shelter houses
      - a. To be completed at the end of the swimming season
      - b. Getting price quotes
5. Water Dept. Training
  - i. NE District AWWA Meeting October 11<sup>th</sup>, 2018 (4 Operators Attending)
  - ii. Celina to host October 18<sup>th</sup>, 2018, Ohio AWWA NW District meeting
    1. Please let me know if anyone would like to attend
6. WTP Buildings, Grounds, & Operations:
  - a. South Flocculator, 1952 South drive shaft broke
    - i. Mixers recieved to convert from horizontal to vertical mixers
    - ii. Holes drilled thru floor, units mounted to the floor
    - iii. Start demo of 1952 unit shafts after system flushing (3 weeks)
7. WTP Capital Projects
  - a. Engineers continuing plant review, \$8M was received mid-August
    - i. Continued next stage, designing improvements of 1974 expansion
    - ii. Hazen & Sawyer / Tri-TECH - continuing design plans

- b. Project #1, 3<sup>rd</sup> Floor Removal, 2<sup>nd</sup> Floor Roof Repair, & Basement Piping Removal
  - i. Bid opening August 9<sup>th</sup>, 2018
  - ii. Awarded to Jutte Excavating, PO completed, to start in 2 weeks
- c. Project #2, Wash Water Tank Pump Station Project
  - i. Metal siding and roofing on order, electric cont.
  - ii. Phosphate tank & pump installed
- d. Project #3, Clarifier Replacement
  - i. 6 week OEPA run completed, waiting for OEPA approval

### **Wastewater**

1. Completed daily operations: open/close WWTP, transfer wasted sludge twice daily, clean course bar screens twice daily, record influent/effluent readings three times daily, record sludge blanket depth/clarity, monitor all process equipment twice daily, transfer chlorine/sodium aluminate/polymer/calcium nitrate as needed, perform all laboratory tests needed for operational control and Permit compliance, check 13 lift stations, perform buildings/grounds duties as needed
2. Cleaned up Aqua-Aerobics mixer parts in preparation for reassembly 8/16; picked up mixer from Irish (Thees repaired shaft) 8/21; consulted with Aqua-Aerobics manufacturer on seal orientation, parts list, and O&M for our mixer 8/22
3. Rebuilt Aqua-Aerobics sludge mixer and reinstalled in mixing tank 8/23
4. Worked on and completed September Bioassay schedule for BoJhun lab 8/23-8/24
5. Took 250 gpm recycle pump out to Thees Machine for evaluation 8/23; picked up pump parts and waiting to hear from Corporate Equipment Company for pricing/availability for new parts 8/27; ordered new bearing housing 8/29
6. Performed confined space entry in manhole of 703 flowmeter station 8/28/18
7. Worked on and submitted DMRQA Study 38 8/27-8/28
8. Met with Brian May/Access Engineering – received, reviewed, and revised new bunker drawings 8/30-8/31; met with Butch Woolace/Woolace Electric to discuss electric service for building 9/4; emailed pics of existing and new building prints to Woolace 9/5
9. Worked on relocating photoeye on Raw Building 8/31, 9/4, 9/5
10. Repaired WML pump leaking sludge (replaced suction trunyon disk) 9/4-9/5
11. Completed August Liftstation reports 9/4
12. Worked on August monthly operating reports 9/5
13. Worked on troubleshooting grit/grease bridge problem (shorting out) 9/5

### **Electric Distribution**

1. Set 2 poles
2. New services
  - a. 3 Underground
3. Replacement/upgrade
  - a. 1 Undergrounds
4. Street lights
  - a. 3 Repairs

- b. 8 Replaced
  - c. 5 New Install
  - d. 6 New Pole
- 5. Underground Locates (OUPS) 62
- 6. Traffic Signals
  - a. Timing improvements, adjustments- downtown traffic signals; traffic engineer & Security Signal
- 7. Substations
  - a. Complete inspection and testing of Summit Substation equipment- Power Services
  - b. Inspection, oil, and gas testing of all main power transformers- all substations- Power Services
- 8. Request or Miscellaneous Jobs
  - a. Remove street lights and wire- Mercelina
  - b. Bore in conduits Westview Park
  - c. Set vaults, poles, and pull wire for park lights and pond aerations- Westview Park
  - d. Work on High School Soccer Field lights
- 9. Trouble Calls
  - a. 8/21/18- Fast Road- broken cutout
  - b. 8/28/18- Skeels Road- pole fire
  - c. 8/28/18- Buckeye Street- tree limb tore service saver
  - d. 9/1/18- House Fire- 519 South Elm Street
  - e. 9/4/18- Feeder 14 blink- killed birds and bad arrester- ATT transformer station
  - f. 9/4/18- Replace street light and pole- Buckeye Street north of Livingston- hit and run
  - g. 9/6/18- Brown Road east of Fleetfoot Road- lateral fuse open
- 10. Large Projects
  - a. Continue pole replacement along State Route 703 west of Harbor Point Drive
  - b. Hire Construction continue boring in Galleria Subdivision for primary underground replacement
  - c. Dig in conduits Gallman Subdivision-
  - d. Set 3 phase 750kva transformer at MVP dairy- Hasis Road- pull wire and terminate and energize
  - e. Energize new 300kva transformer- Haulette- State Route 127 north

### Income Tax – August 2018

	2016 Month-to-date	2017 Month-to-date	2018 Month-to-date	2016 Year-to-date	2017 Year-to-date	2018 Year-to-date	2018 vs 2017 Year change	2018vs 2017 Year percent
Business	11,257.62	5,204.00	7,360.18	629,846.32	606,276.22	549,534.19	-56,742.03	-9.3
Non Resident Bus	1,838.00	398.00	649.07	60,666.01	97,640.71	49,731.30	-47,909.41	-49.0
Resident	27,458.64	20,917.28	21,571.29	613,659.57	583,285.89	610,614.66	27,328.77	4.6
Non-resident	4,335.01	1,487.94	2,229.68	62,206.51	56,822.16	65,851.74	9,029.58	15.8
Withholding	345,122.98	320,324.96	325,100.52	2,877,456.74	2,794,004.85	2,887,187.81	93,182.96	3.3
Non Resident W/H	5,817.53	10,085.26	7,463.95	90,035.87	71,919.57	88,943.48	17,023.91	23.6
Grand Total	395,829.78	358,417.44	364,374.69	4,333,871.02	4,209,949.40	4,251,863.18	41,913.78	0.9

	2015	2016	2017	2018
January	\$461,309.86	\$508,577.48	\$516,516.97	\$476,665.83
February	\$440,373.57	\$547,395.39	\$380,935.74	\$400,627.74
March	\$338,693.94	\$487,844.17	\$553,910.83	\$489,686.20
April	\$712,549.78	\$720,525.29	\$694,964.08	\$676,370.43
May	\$591,086.13	\$684,987.23	\$704,868.16	\$805,364.57
June	\$397,763.33	\$544,851.44	\$526,539.06	\$592,217.55
July	\$443,451.27	\$443,860.24	\$473,797.12	\$446,556.17
August	\$401,985.25	\$395,829.78	\$358,417.44	\$364,374.69
September	\$457,422.17	\$579,320.16	\$572,678.85	
October	\$432,787.29	\$451,848.16	\$454,378.79	
November	\$389,309.64	\$349,370.48	\$357,054.14	
December	\$352,031.92	\$466,973.03	\$484,723.58	
<b>Grand Total</b>	\$5,220,190.88	\$6,181,382.85	\$6,078,784.76	