

## **Administrative Report**

### **May 17, 2019 to June 6, 2019**

#### **Administration**

1. Boat Docks are available to rent for the season
2. Pool opened June 1<sup>st</sup>
3. Selling vehicles and other miscellaneous items on Gov Deals
4. June 20<sup>th</sup> bid opening for West Market Street Waterline Replacement project
5. Mayor attending APPA National Conference June 6<sup>th</sup>-June 11<sup>th</sup>
6. Mayor attending Annual Mayor's Conference June 12<sup>th</sup>-June 14<sup>th</sup>
7. Seasonal paperwork new hires (pool employees)
8. Insurance changes
9. Employee accruals/FMLA
10. Payroll
11. Pension reporting and payments

#### **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. 7310 – Phoenix Signs – 1005 Grand Lake Rd. – Sign Permit
  - b. 7311 – Jeff Hazel – 318 S. Ash – Non-Residential Addition
  - c. 7312 – Creative Sign Resources – 1935 Havemann Rd. – Sign Permit
  - d. 7313 – Francis Furniture – 2001 Havemann Rd. – Sign Permit
  - e. 7314 – Brett McGillvary – 1712 Mockingbird Lane – Residential Addition
3. Violations: High Weeds/Grass
  - a. Grass
    - i. 517 E. Market St.
    - ii. 1938 Havemann Rd.
    - iii. 530 N. Ash St.
  - b. Trash
    - i. 438 Touvelle Street
    - ii. 1709 E. Livingston Street
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. 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. Due to the unfortunately wet spring they have abandoned placing walks around the Amphitheater at this time until the ground dries up. Bruns plans to return to work weather permitting.
- 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. Contractor is presently finishing up the seat walls and has started the concrete sidewalks. We expect this project to be completed on or near July 15, 2019.
- e. 2018 East Livingston Street Improvements:  
PAB Construction Co. will be suspending work on phase 1 from Main St. to County St. due to conflicts with the existing natural gas lines. Dominion Energy is presently pursuing a contract to replace all gas lines in this vicinity.

PAB Construction Co. will be beginning the phase 2 portion of this project which is located from County St. to the Railroad tracks at Fountain St. This portion of E. Livingston St. will be closed beginning Friday June 7, 2019. On Saturday June 8, 2019 the contractor will begin removal of the existing street by first milling off the asphalt.

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 City has contracted with The Shelly Company to resurface the following streets: Anthony St. from Riley St. to College Ave.; Elm St. from just South of Schunck Rd. to Logan St. and Portland St. from Logan St. to Market St. This project is scheduled to begin in late June and should be completed on or before July 15, 2019.
- g. 2019 West Market Street Utility Improvement:  
The City will be taking bids for this project in June of this year and will expect this project to begin sometime after July 1<sup>st</sup>. 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- 105; Total Year- 807
  - b. Fire- 30; Total Year- 185
  - c. Primary Squad Runs for other Branches- 4; Total Year- 31
2. Tornado Response:
  - a. Fire Departments
    1. Montezuma
    2. Coldwater
    3. Rockford
    4. Mendon
    5. Chattanooga
    6. St. Henry
    7. Chickasaw
  - b. Squads
    1. Coldwater
    2. Rockford
    3. St. Henry
    4. St. Marys
    5. Van Wert
    6. Osgood
    7. Ohio City
  - c. 13 tires needed replaced on the vehicles involved in the response (ambulance and trucks). Jeff Link from Zuma Automotive came in at 2:00 AM to temporary repair the tires on 3 vehicles
  - d. Assisted the Police Department with changing flat tires on cruisers
  - e. Had at least 3-propane tank leaks and several gas leaks
  - f. Eight injuries and 1 fatality (5 transported by squad)
  - g. Assisted Dominion with turning off the gas meters to the residents that were damaged
  - h. Several of our personnel homes suffered damage (1-significant)
  - i. 140.25- man hours for the tornado
3. Attended the Midwest Ohio Board Meeting in Sidney on Thursday, June 6<sup>th</sup>
4. Conducting fire extinguisher training at the Celina Gardens on June 19<sup>th</sup>

## **Police Department**

1. Calls for Service- 1,113
2. Reports Written- 141
3. Arrests- 22
4. Citations- 31
5. Crashes- 19
6. Warnings- 51
7. Reports of Interest:
  - a. The Memorial Day tornado which struck Celina was the biggest event for all City departments this past few weeks. For the Police Department: our officers responded immediately to the affected areas and began house to house searches

for possible victims. Nearly all Celina officers responded without being called and went to work in area.

The Mobile Emergency Operations Center, aka; Command Trailer, was brought to the scene and parked at the Celina First Church of God. It became a central meeting point for all workers and people seeking help or to help. Pastor Flack was a gracious host and a tremendous help.

The Police Department logged 194.5 hours on tornado efforts. Which included extra hours spent keeping patrols in the area around the clock for a few days. This was on top of routine patrols being diverted to that area. This effort successfully detoured looters. There were no thefts reported. Many traffic stops were made to show our presence and willingness to check out anyone who appeared out of place.

The single fatality was investigated by the Celina Police Department. It was undoubtedly as a result of the storm. Our condolences go out to Mr. Hanna's family and friends.

8. Total Police Department Calls for Services, YTD: 7,666

### **Parks and Recreation**

1. Scheduling umpires for baseball and softball games
2. Office work
3. Attending baseball and softball games in evenings at the parks

### **Parks Maintenance**

1. Dumped 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

### **Public Works**

1. Patch pot holes
2. Work on equipment
3. Repair catch basins
4. Sweep entire city
5. Mowing side ditches and city owned fields
6. Mowing high grass on vacant home properties
7. Brush and limb collection for June
8. Work on curbs on Elm Street for this year's paving
9. Clean up after Tornado

### **Water Distribution**

1. Install new water services
2. Miscellaneous work orders (dead meters, water turn ons and offs; leaking meters)
3. Water valves repairs, fire hydrant repairs
4. Locate of utilities
5. Install new water services for new construction

### **Sewer Collection**

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

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

1. Billed 2,656 customer billings
2. Shut off 30 customers
3. Sent out 242 delinquent billings
4. Sent out final billings and refunds
5. Meter readers continue reading

### **KWH Tax May 2019**

|                           | <b>Number of<br/>KWHs<br/>Distributed</b> | <b>Tax</b>         |
|---------------------------|---|--------------------|
| Inside Accounts           | 10,480,202                                | \$42,235.14        |
| Outside Accounts          | <u>6,716,349</u>                          | <u>\$26,385.46</u> |
| Total for All<br>Accounts | 17,196,551                                | \$68,620.60        |

### **Water Treatment Plant**

1. Completed 56 microbiology samples
2. Continued weekly sampling for Microcystin analysis:
  - a. Raw Water 05/21/19 – 28.4 ug/L
  - b. Raw Water 05/28/19 – 54.3 ug/L
  - c. Raw Water 05/28/19 – 50.5 ug/L
  - d. All Finished Water Samples were Non-Detect for Microcystin Toxin
  - e. Continued Microcystin Sampling for outside communities (Paulding, Van Wert, Delphos)
3. Bryson Pool Operations
  - a. Pool is open and operational
    - i. Two door jams and concessions doors replaced
    - ii. Basket House roof replacement awarded to Schmitz Enterprises
      1. PO for \$33,493.00 submitted, to be completed in Sept. 2019

4. Water Dept. Training
  - a. July 18<sup>th</sup>, 2019, OAWWA District Meeting
5. WTP Buildings, Grounds, & Operations:
  - a. Continued mowing grass @ WTP & Industrial Park Tower
  - b. Continued Spring tank cleaning
  - c. Hypo tank replacement and door installation
    - i. Tanks are on order
    - ii. Garage door opening is cut out and framed
    - iii. Door will be ordered next week
6. 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, Wash Water Tank Pump Station Project (@ 95%)
    - i. Metal roofing ends, spouting, & caulking need completed, weather permitting
  - d. Project #3, Clarifier Replacement
    - i. Continuing sludge testing with pilot unit

### **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 (generators and level probes weekly), perform buildings/grounds duties as needed
2. Held preconstruction meeting at wwtp for sludge bunker project: Dan Jutte, Brian May, Kerry and Jason
3. Transferred AD#3 to mixing tank
4. Reported 5/17 bypass event to OEPA
5. Pumped out wasting tanks for repairs; removed west valve, concreted pipe shut, added blind flange; started removing east valve
6. Transferred polymer
7. Submitted revised April eDMR to OEPA (TKN parameter)
8. Shoveled stone out of channel on east end of AD#1
9. Entered hours in PAYQ; submitted time cards to Auditor
10. Pumped out East Wasting tank, removed valve, installed blind flange
11. Buschur Electric worked on Myers Rd generator: software update, cleaned and gapped spark plugs, adjusted speed control with computer

12. Scheduled 5 remaining Kohler generators for same service with Buschur Electric
13. Temporary hooked up chemical feed pump at Eaglebrooke LS after storm destroyed shed
14. Completed SOUR test on AD 4; transferred to mixing tank
15. Pumped groundwater out of wasting tank valve pits
- 16.
17. Electro Controls reprogrammed Eaglebrook vfds to change temp/overvolt faults to warnings; completed all remaining lift station vfds
18. Contacted Craig Knapke to inform him that I was waiting on Huber screw press pricing before moving forward with building design plans
19. Contacted Brian May to email pdf file for drawing 600-1 (bedding for storm basins)
20. Collected and completed soil sampling at Smith farm sites; collected samples for Schmitmeyer farm
21. Randall Brown/Workman's Comp completed noise decibel testing
22. Jutte Excavating removed fence, set East storm basin, cut and removed concrete; installed West storm basin, cemented flow line and grouted pipe in East storm basin, installed 18" storm pipe up to 45 fittings (not delivered), hauled trench dirt to flat near soil exchange site; installed more 18" storm pipe and 45/Tee fittings, cemented east storm basin flow line and grouted pipe, cemented tees, temporary reconnected cut 8" sanitary pipe crossing storm trench with Fernco fittings; removed ferncos on 8" sanitary pipe rerouted and tied in to manhole, completed rerouting/installation of storm pipe, removed all abandoned pipes/basins and filled with stone to above any future footer grade and then topped with dirt
23. Moved stone at Rec-Plex LS washed out from flooding

### **Electric Distribution**

1. Set 38 poles
2. New services
  - a. 1 Underground
3. Replacement/upgrade
  - a. 2 Undergrounds
4. Street lights
  - a. 1 New Install
5. Underground Locates (OUPS) 148
6. Substations
  - a. Work on system mapping
  - b. CAPT and Substation metering
7. Tree Trimming
  - a. In town- CMU crews
8. Request or Miscellaneous Jobs
  - a. Safety meeting and flagger training from AMP
  - b. Dig up and form sidewalk on Sycamore Street and Jay Street
  - c. Install LED lamps on 2-8" signal strips- Lilac & Myers Road
  - d. Install Guy and Anchor- Brown Road west of State Route 127
  - e. Work on Veteran Banners- East Market Street
  - f. Remove street light pole- Livingston by Fire Department, form and pour foundation for relocated light also

- g. Hang flower baskets downtown
- 9. Trouble Calls
  - a. 5/17/19- Storm Outages
  - b. 5/23/19- Kingswood- wind blew down steel street light pole
  - c. 5/25/19- Versa Pak- fuse open metering pole- north phase
  - d. 5/27/19- 10:00 PM- Tornado- clear roads, assess damages- 3:30 AM most of town back on, feeders 5,8, and 12 off lines down
  - e. 5/28/19- Mutual Aid arrived- approximately 12 towns and 49 lineman- work 6AM-10PM
  - f. 5/29/19- work 6AM-10PM- all on that could be turned on, mutual aid crews dismissed, early evening on
  - g. 5/30/19- Versa Pak- fuse open at metering pole- center phase
  - h. 5/30/19- Schleucher Road west of Township line- arrester blown, fuse open
  - i. 6/1/19- Temporary- Fairground Road
  - j. 6/3/19- Enterprise Street- arrester blown, fuse open
  - k. 6/5/19- Repair service drop- North Walnut Street
- 10. Large Projects
  - a. Replace transformer pole behind Mongolian Grill- Havemann Road and install anchor
  - b. Tornado work- CMU crews 5/30/19 thru 6/7/19 regular hours
  - c. Tornado (est.)- replace 37 poles and 28 pole mount transformers and 8 secondary vaults
  - d. Replace fuse doors from 100a to 200a at Versa Pak- Staeger Road



### **Income Tax – May 2019**

|                        | 2017<br>Month-to-date | 2018<br>Month-to-date | 2019<br>Month-to-date | 2017<br>Year-to-date | 2018<br>Year-to-date | 2019<br>Year-to-date | 2019 vs 2018<br>Year change | 2019vs<br>2018<br>Year<br>percent |
|------------------------|-----------------------|-----------------------|-----------------------|----------------------|----------------------|----------------------|-----------------------------|-----------------------------------|
| Business               | 151,870.85            | 158,664.51            | 252,712.96            | 441,714.00           | 362,892.48           | 371,025.54           | 8,133.06                    | 2.2                               |
| Non<br>Resident<br>Bus | 23,533.27             | 19,500.68             | 27,001.81             | 84,127.28            | 38,910.94            | 50,651.83            | 11,740.89                   | 30.1                              |
| Resident               | 170,753.00            | 193,369.37            | 167,356.73            | 480,002.62           | 521,880.70           | 522,782.78           | 902.08                      | 0.                                |
| Non-<br>resident       | 18,370.24             | 27,907.05             | 17,558.37             | 48,981.77            | 57,426.63            | 48,697.95            | -8,728.68                   | -15.1                             |
|                        |                       |                       |                       |                      |                      |                      |                             |                                   |
| Withholding            | 331,309.17            | 394,314.18            | 351,571.97            | 1,750,462.19         | 1,806,901.48         | 1,813,971.43         | 7,069.95                    | 0.3                               |
| Non<br>Resident<br>W/H | 9,031.63              | 11,608.78             | 11,996.10             | 45,907.92            | 60,702.54            | 60,470.36            | -232.18                     | -0.3                              |
|                        |                       |                       |                       |                      |                      |                      |                             |                                   |
| Grand Total            | 704,868.16            | 805,364.57            | 828,197.94            | 2,851,195.78         | 2,848,714.77         | 2,867,599.89         | 18,885.12                   | 0.6                               |

|                    | 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   |              |
| 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   |              |
| <b>Grand Total</b> | \$6,181,382.85 | \$6,078,784.76 | \$6,454,565.72 |              |