

Administrative Report
June 22, 2018 to July 5, 2018

Engineering Department

1. Department Projects:
 - a. Zoning Permits//311 updates //Bryson Park District Entry Arches//Code Enforcement//Planning Commission Meeting Schedule //N. Main Street Improvements//EPA MS4 Permit Info
2. Zoning Permits:
 - a. 7217 – Rojer Grevenkamp – 616 W Wayne St. – shed
 - b. 7218 – Melody Williams – 1026 Hemlock St. – Fence
 - c. 7219 – MP Contractors – 508 Kingswood Dr. – Residential Addition
 - d. 7220 – Two Three Investment – 1110-1112 Teaberry St. – Fence
 - e. 7221 – Robert Burklo – 904 N Sugar St. – Fence
3. Violations: High Weeds/Grass and/or Trash
 - a. 326 Summit St.
 - b. 677 N. Sugar St.
 - c. 606 W. Logan St.
 - d. Piper Property - Grand Lake Rd.
 - e. 708 Fleck Ave.
 - f. 209 Washington St.
 - g. Piper Property - Portland St.
 - h. 1312 Michael Ave.
 - i. 429 S. Walnut St.
 - j. 920 N. Brandon Ave.
 - k. 316 S. Mill St.
4. Zoning Violations:
 - a. 565 E. Market St. – Coles Motel
 - b. 225 S. Main St. – Celina Motel
 - c. 206 E. Livingston St.
 - d. 904 N. Sugar St.

Fire Department

1. Runs to Date:
 - a. Squad- 70; Total Year- 852
 - b. Fire- 14; Total Year- 177
 - c. Primary Squad Runs for other Branches- 5; Total Year- 47
2. Saturday, June 30th had a small shed fire at 205 Celina Street. The shed was a total loss \$2,000.00
3. Wednesday, June 27th had a diesel fuel spill from a fuel tank at a farm at 8329 Hayes Road. The Ohio EPA and Mercer County EMA were involved. The diesel fuel entered a tile near the tank and went to a small creek. A clean up contractor was hired to clean the creek and the area around the tank. The tank was removed.
4. Will be attending the Ohio Fire Officer Conference July 12th-16th in Columbus
5. Will be attending the EMA Advisory Board meeting on July 10th

6. Provided 2 power plants for Freedom Days for lighting the intersection of South Main Street and Lake Shore Drive and Ash Street and East Logan Street. They were donated by Belna Petroleum Rockford
7. Assisted Chatt Fire Department with a large wheat field fire at 2620 Hone-Weir Road caused by a truck fire on Friday, June 29th

Police Department

1. Calls for Service- 773
2. Reports Written- 119
3. Arrests- 31
4. Citations- 20
5. Crashes- 18
6. Warnings- 33
7. Reports of Interest:
 - a. Freedom Days Picnic this past weekend went smoothly from law enforcement perspective. Some minor incidents involving juveniles and the fence kept getting trampled. There were no major issues to report. Hot and humid were the biggest complaints.
 - b. Illicit drugs continue to be the biggest law enforcement issue. Drug violations are the single biggest reason for arrest. About 20% of our arrests are directly connected to drugs. We continue to aggressively investigate and prosecute drug and drug related crime. We encourage people to report any suspicious activity.
8. Total Police Department Calls for Services, YTD: 10,750

Parks and Recreation

1. Working on Baseball and Softball tournaments
2. Receiving applications for Soccer and Football
3. Planning Recreation Pool Party for July

Parks Maintenance

1. Dumped trash from parks
2. Cleaned up boardwalk from geese
3. Worked on equipment
4. Worked on ball diamonds, getting diamonds ready for rec sports
5. Cleaned restrooms
6. Cleaned shelter houses
7. Edge sidewalks
8. Mow grass
9. Mulch trees
10. Spray weeds
11. Set up and tear down for Freedom Days Picnic

Public Works

1. Patched potholes
2. Sweep city streets

3. Repairing catch basins
4. Mowing side ditches
5. Installing batting cage at Montgomery Field
6. Mowing properties that have not been taken care of by property owners
7. Contractor painted crosswalks on Main Street

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. Located of utilities
5. Seed areas needed from water main work

Sewer Collection

1. Locates for utilities
2. GIS sewer system
3. Jet sanitary and storm sewers
4. Camera sewers for repairs, and new street projects
5. Repair catch basins

Customer Accounts/Meter Readers

1. Billed 2,659 customer billings
2. Shut off 18 customers
3. Sent out 292 delinquent billings
4. Sent out final billings and refunds
5. Shelter house rentals and recreation applications
6. Meter readers continue reading routes

Water Treatment Plant:

1. Completed 53 microbiology samples
2. Continued weekly sampling for Microcystin analysis:
 - a. Raw Water 06/26/18 – 65.9 ug/L
 - b. Raw Water 07/03/18 – ug/L
 - c. All Finished Water Samples were Non-Detect for Microcystin Toxin
 - d. Continued Microcystin Sampling for outside communities (Paulding, Van Wert, Delphos)
3. Bryson Pool Operations
 - i. 2018 Projects
 1. Additional Shelter House, waiting for grass to grow
 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

4. Water Dept. Training
 - i. NW District Meeting for AWWA, City of Oregon, July 19th, 2018
 - ii. Celina to host October 18th, 2018, Ohio AWWA NW District meeting
5. WTP Buildings, Grounds, & Operations:
 - a. South Flocculator, 1952 South drive shaft broke
 - i. PO submitted to convert from horizontal to vertical mixers, 6 weeks
6. 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. Wash Water Tank Pump Station Project
 - i. Set pump wet well, installed plumbing, poured bldg. walls and floor
 - ii. Next week to construct bldg. framing and roof, connect plumbing in the yard
 - c. Pilot on raw lake water is underway with MORIF unit to replace clarifiers
 - i. Running comparative UV₂₅₄ and Microcystin samples in-house
 - ii. Re-designed MORIF pilot tank is operational
 - iii. Submitted pilot protocols to OEPA, approved, 6 week run completed 6/22
 - d. GAC Facility
 - i. Carbon Exchange for tank #8 completed July 3rd

Wastewater

1. Completed daily operations: open/close WWTP, transfer wasted sludge twice daily, clean coarse 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. Received new RAM1500 from Bud's and added City of Celina decals 6/21; picked up liftgate from Thieman and delivered with truck to Kalida Truck 6/22
3. Serviced Walmart lift station 6/25
4. Serviced Havemann lift station 6/26
5. Replaced #1 vfd keypad under warranty and added VFD identification tags at Martz lift station 6/26
6. Removed slip tube assembly from West sludge storage tank and added blind flange 6/27
7. Removed slip tube assembly in East sludge storage tank and added blind flange 6/28
8. Serviced Havemann lift station pumps and motors 6/28
9. Transferred AD#2 to mixing tank 6/29
10. Stoned around storm drain at Kessler lift station 7/2
11. Disassembled slip tubes and put in scrap pile 7/2
12. Buschur Farm Services hauled semi-loads of biosolids to S4A27 site 7/3
13. Contacted Megan/Pelton Environmental to confirm status of flight order from Brentwood Industries 7/3

14. Contacted Matt Tunnell/Mersino to request invoice for five (5) 4"x20' cam suction hoses delivered to close out PO180140 7/3

15. Contacted Ben/McAfee Communications on status of portable radio ordered 7/3

Income Tax –June 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	181,372.14	132,483.22	175,959.53	593,803.70	574,197.22	538,852.01	-35,345.21	-6.1
Non Resident Bus	5,393.99	12,039.57	9,236.29	54,189.22	96,166.85	48,147.23	-48,019.62	-49.9
Resident	52,520.30	53,656.51	46,375.26	562,078.68	533,659.13	568,255.96	34,596.83	6.4
Non- resident	3,629.39	4,183.80	3,375.14	55,246.05	53,165.57	60,801.77	7,636.20	14.3
Withholding	296,949.23	319,904.50	352,705.14	2,161,326.18	2,070,366.69	2,159,606.62	89,239.93	4.3
Non Resident W/H	4,996.39	4,271.46	4,566.19	67,537.17	50,179.38	65,268.73	15,089.35	30.0
Grand Total	544,851.44	526,539.06	592,217.55	3,494,181.00	3,377,734.84	3,440,932.32	63,197.48	1.8

	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	
August	\$401,985.25	\$395,829.78	\$358,417.44	
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	
Grand Total	\$5,220,190.88	\$6,181,382.85	\$6,078,784.76	