

Administrative Report

July 19, 2019 to August 8, 2019

Administration

1. Boat Docks are now available for rent for a discount of \$108.90
2. Selling miscellaneous items on Gov Deals
3. Public Auction was August 8th at Winklejohn Building
4. Miscellaneous employee changes/questions
5. Employee accruals/FMLA
6. Payroll
7. 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. 7325 – Jerry Orick – 813 Fairground – Accessory Building
 - b. 7326 – Monty Hathaway – 1514 Westbury – Accessory Building
 - c. 7327 – Phoenix Sign – 1703 Industrial – Sign
 - d. 7328 – Luke Kessler – 522 N Walnut – Fence
 - e. 7329 – Chris Chambers – 1901 Mockingbird – Fence
 - f. 7330 – Tricia Stoker – 914 Chestnut – Fence
 - g. 7331 – Ed Hirn – 909 Briar – Accessory Building
 - h. *Special note: Engineering has been working with homeowners who were affected by recent tornado. Assisting in expedient paperwork filing and site locations.
3. 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. 1709 E. Livingston St. – Zoned R-3, not zoned for business
 - d. 438 E. Market St. – opened an automotive sales business without a conditional use; filed for August meeting
4. Planning Commission:
 - a. August 22, 2019 conditional uses at 104 S. Main St. and 438 E. Market St.
5. 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 is continuing to clean and seal the amphitheater concrete and sidewalks to the east of the amphitheater. The electrical is complete and they are grading and seeding areas around 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 are completed. The contractor has also completed work on the steps area north of the amphitheater and handrails have been installed. The seating area is currently being cleaned, joints are being caulked, and the concrete will be completely sealed soon. We expect this project to be completed in the near future.
- e. 2018 East Livingston Street Improvements:
PAB Construction Co. has subcontracted Buehler Asphalt Paving for the asphalt portion of this project. Buehler Asphalt began paving at Main St. and will continue paving to College Ave. This is a combination of Phase 1 and Phase 2.

PAB Construction Co. has continued the phase 2 portion of this project which is located from County St. to the Railroad tracks at Fountain St. The contractor is presently installing the drainage in the areas between College Ave. and Fountain St. They will continue the excavation of the existing roadway once the drainage in this area has been completed.

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 after Sept. 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- 102; Total Year- 1,146
 - b. Fire- 20; Total Year- 259
 - c. Primary Squad Runs for other Branches- 5; Total Year- 39
- 2. On Thursday, August 8th we assisted the St. Marys Fire Department with the aerial ladder for the Veterans Memorial Wall procession
- 3. Provided a squad for the Rescue Task Force training with St. Marys Fire Department at New Bremen Schools
- 4. Providing a squad for the football scrimmage game on Friday August 16th vs. Piqua

5. Providing a truck for the demo derby and tractor pulls at the Fair
6. County Fire Departments will be at the Fair for the safety show on Saturday, August 10th from 12:00 PM-2:00 PM
7. Providing a squad at the Fair for five different events
8. Providing a truck for the WIC Kids Day at the Eagles on Sunday, August 17th

Police Department

1. Calls for Service- 1,199
2. Reports Written- 183
3. Arrest- 55
4. Citations- 25
5. Crashes- 18
6. Warnings- 75
7. Reports of Interest:
 - a. On 7/27/2019 at about 11:26PM Celina Police officers observed a rural Mercer County man, 19-year-old Tristen Miller of Celina-Mendon Rd. He was known to have felony drug warrants for his arrest. When officers attempted to stop him on W Wayne St near Celina-Mendon Rd., Miller fled northbound in a 2006 Mazda he was driving.

Speeds were near 100 MPH. Miller slowed for SR33 causing traffic to stop. He continued through the intersection at about 40 MPH. After about ½ mile he turned into a corn field, drove for 228 feet and fled on foot. The pursuit lasted about 5 miles.

Miller is still at large and facing additional charges. He was tracked by a Mercer Co. Sheriff's K-9 unit. The K-9 did sustain a minor injury to his paw in the field and is out of service while it heals.

8. Total Police Department Calls for Services, YTD: 11,074

Parks and Recreation

1. Watering Plants
2. Working on Soccer and Football schedules and equipment
3. Recruiting coaches for soccer

Parks Maintenance

1. Dump trash from parks
2. Cleaned up boardwalk from geese
3. Serviced parks equipment
4. Mow grass in parks, spray weeds
5. Water flowers Downtown
6. Set up soccer fields and install new soccer goals at Westview
7. Line fields for Football
8. Set up, clean up trash and tear down for Lake Festival

Public Works

1. Sweep down town
2. Dirt work at Bryson Park, finished items needed for Grand Opening
3. Set up for Celina Lake Festival, clean up trash and tear down detours
4. Dura patch alleys
5. Patch streets
6. Work on equipment
7. Mow side ditches
8. Spray weeds
9. Pick up brush and limbs for August
10. Sweep streets

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. Locates of utilities
5. Repair main break on Washington Street, West Livingston Street
6. Help remove dirt for water Treatment Plant new parking lot

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

Customer Accounts/Meter Readers

1. Billed 1,874 customer billings
2. Sent out 267 delinquent billings
3. Shut off 19 customers
4. Sent out final billings and refunds
5. Meter readers continue reading

KWH July 2019

	Number of KWHs Distributed	Tax
Inside Accounts	15,406,755	\$62,629.00
Outside Accounts	<u>8,459,055</u>	<u>\$33,447.35</u>
Total for All Accounts	23,865,810	\$96,076.35

Water Treatment Plant

1. Water Treatment Plant By-Weekly Report:
2. Completed 41 microbiology samples
3. Continued weekly sampling for Microcystin analysis:
 - a. Raw Water 07/30/19 – 31.7 ug/L
 - b. Raw Water 08/06/19 – 35.7 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. Prepping for Lead/Copper sampling, scheduled for August 12th, 2019
5. Bryson Pool Operations
 - a. Pool is open and operational
 - i. New door frames to be painted after season completed
 - ii. Tipping fish pole cap is cracked again, repair for next season
 - iii. Basket House roof replacement awarded to Schmitz Enterprises
 1. PO for \$33,493.00 submitted, to be completed in Sept. 2019
6. Water Dept. Training
 - a. 2 Operators attended Algal Toxin seminar August 7th & 8th, 2019 (12.0 Hrs. CEU)
 - b. 2 Operators attended OTCO seminar in Deer Creek State Park, July 30th, 2019 (6.0 Hrs. CEU)
 - c. Pipe & fitting seminar scheduled for August 21st, 2019, @ WTP
7. WTP Buildings, Grounds, & Operations:
 - a. Continued mowing grass @ WTP, Lagoons, Pool, & Industrial Park Tower
 - b. Continued Spring tank cleaning
 - i. Completed South settling & flocculator maintenance
 - ii. Completed backwash water holding tank cleanout
 - c. Hypo tank replacement and door installation
 - i. Tanks delivered July 1st, 2019
 - ii. Garage door ordered, no delivery date as of yet
 - iii. Temporary tanks installed, to be filled in two weeks
8. 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. Equipment design drawings submitted to Hazen & Sawyer
 - iv. Meeting scheduled for Friday, August 17th, 2019
 - b. Project #1, Completed
 - c. Project #2, Completed
 - d. Project #3, Clarifier Replacement

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. Jutte Excavating added good dirt back into building site and compacted, CTL took samples every 1' lift; dug footers and began installing rebar
3. Picked up special order door at Menards for Eaglebrooke chemical feed shed
4. Prepared biosolids site application signature forms for Schmitmeyer farm
5. Discussed need of 6" valve on roll-off drain line with Dan Jutte and Brian May; ordered materials
6. Jutte Excavating installed rebar for footer (Miami County inspected) and poured footer; Jutte formed walls
7. Contacted Ron Huelsman/Spears and confirmed solvent cement training class for August 21st at GAC building from 9-11 for 2 OEPA approved contact hours (16 Operators attending)
8. Met with Brian May/Access Eng. to discuss trench drain vent
9. Visited County Engineer Office to discuss need of rip-rap along Beaver Creek between US 127 and rail road tracks; Brad Laffin called back to inform that it was scheduled for late Fall or Spring
10. Ryan Klear/CAPT dropped off 4519 Report to wwtp; discussed Oil & Grease violation
11. Met with Craig Knapke/Access Eng. to discuss Preliminary Engineering estimate for sludge dewatering improvement project; contacted SSD and Mayor to request meeting for discussion
12. Jutte Excavating formed walls; poured walls; removed forms and reformed other walls
13. Completed City 2019 Financial Information Statement for Auditor
14. Taped and painted 3' boundary in front of electric panels in blower building and East storage building for OSHA compliance

Electric Distribution

1. Set 4 poles
2. New services
 - a. 3 Underground
3. Replacement/upgrade
 - a. 2 Undergrounds
 - b. 3 Overhead
4. Street lights
 - a. 4 Repairs
 - b. 3 Replaced
 - c. 13 New Install
 - d. 8 New Pole
5. Underground Locates (OUPS) 102
6. Traffic Signals

- a. Replace failed pedestrian lights, Main and Market; Main and Fayette
- 7. Substations
 - a. Continue work on system mapping
- 8. Request or Miscellaneous Jobs
 - a. Set lift pole- Gause Road south of Bunker Hill
 - b. Relocate UG service for house addition- Myers Road
 - c. Remove house drop for tree trimmers, South Elm Street (2times)
 - d. Install needed panel and speakers for Lake Festival and remove afterwards
 - e. Raise and move pad mount transformer on Larkspur
 - f. Straighten pole and repair lines- Erastus Durbin Road
 - g. Test and inspect all Tornado sirens
 - h. Put up Medallion at Bryson Park
- 9. Trouble Calls
 - a. 7/21/19- State Route 197- low hanging drop- raised up
 - b. 7/22/19- Hopewell Dairy, Tama Road- their breaker burned up
 - c. 7/24/19- Trouble call- Gause Road
 - d. 7/24/19- Trouble call- Meyer Road
 - e. 7/26/19- Repair service drop on Mill Street
 - f. 7/29/19- Touvelle Street- loose wire in meter base
 - g. 7/31/19- Hesse Road- barn fire
 - h. 7/31/19- Hasis Road- west of Celina Mendon- raccoon shorted OH switch- both burned up
 - i. 8/2/19- Sycamore Street, blinking lights- resqueeze connections
 - j. 8/4/19- East Livingston Street bad URD
 - k. 8/6/19- Meyers Road east of Buckeye- repair and test OH switch after pole struck by truck
- 10. Large Projects
 - a. Prep work on new 3 phase recloser- Hasis Road for MVP Dairy
 - b. Continue work on 4th transformer at MVP Dairy
 - c. Continue repairs required after Memorial Day tornado- retie poles, Celina Mendon Road
 - d. Replace 2 poles and move lines- State Route 703 and Pershing area
 - e. Continue work on Lakeshore Park projects
 - f. Change over services behind Mongolian Grill- OH to UG
 - g. Set poles and install temporary lighting Lakeshore Park
 - h. Replace OH transformer with UG service and hook up new hog barn- Frahm Pike
 - i. Replace 3 phase switch on Hasis Road west of Celina Mendon
 - j. Remove capacitor bank- Reynolds & Reynolds plant #2, then replace pole
 - k. Pull primary, set transformer and terminate UG to new apartments- Meadowview
 - l. Install 3 phase recloser- State Route 703 east of Staeger Road

Income Tax – July 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	26,875.00	3,322.00	23,708.00	601,072.22	542,174.01	619,035.26	76,861.25	14.1
Non Resident Bus	1,075.86	935.00	853.25	97,242.71	49,082.23	63,934.88	14,852.65	30.2
Resident	28,709.48	20,787.41	27,725.26	562,368.61	589,043.37	640,937.72	51,894.35	30.2
Non- resident	2,168.65	2,820.29	683.00	55,334.22	63,622.06	62,873.69	-748.37	-1.1
Withholding	403,313.20	402,480.67	367,339.38	2,473,679.89	2,562,087.29	2,585,128.07	23,040.78	0.8
Non Resident W/H	11,654.93	16,210.80	13,753.76	61,834.31	81,479.53	83,777.06	2,297.53	2.8
Grand Total	473,797.12	446,556.17	434,062.65	3,8541,531.96	3,887,488.49	4,055,686.68	168,198.19	4.3

	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	\$434,062.65
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	