

**Administrative Report**  
**July 19, 2024 to August 8, 2024**

**Engineering Department**

1. Department Projects:
  - a. Zoning Permits//Code Enforcement//Planning Commission/ BZA Meeting Schedule// //Organizing Maps & Plans// //Street Projects//Updating file system
2. Zoning Permits:209 E Anthony St-fence
  - a. 328 E Livingston St- fence
  - b. 713 Willow St- fence
  - c. 317 W Fulton St- pool
  - d. 453 Touvelle St- fence
  - e. 1211 Jessica Ln- garage addition
  - f. 1240 Brittany Dr.- new house
  - g. 1210 Lilac- shed
  - h. 530 S Mill St- fence
3. Plumbing Permits/Inspections (1)
4. Dumpster Permits (1)
5. Dominion Gas Co. Street permits (1)
6. Code Enforcement:
  - a. Removal of signs in right-of-way
  - b. 1414 Canterbury- weeds
  - c. Portland St lot- weeds
  - d. 1901 E Livingston St- grass
  - e. 821 N Main St- brush over sidewalk
  - f. Havemann Rd- empty lots-grass
7. Planning Commission:
  - a. Meeting scheduled on 08/22 site plans for three potential business/housing district
8. Board of Zoning Appeals:
9. Meeting scheduled for 08/29 for sign variance
10. Working on retro tax abatements.

**Fire Department**

1. Totals since July 17<sup>th</sup>, 2024:
  - a. Squad- 123
  - b. Fire- 16
  - c. Inspections- 21
  - d. Training Hours- 12
  - e. Primary squad runs & assists for other branches- 5
2. Totals for 2024:
  - a. Squad- 1,177
  - b. Fire- 203
  - c. Inspections- 275
  - d. Training Hours- 210
  - e. Primary squad runs & assists for other branches- 51
3. Firefighter Leugers resigned on 8/2/2024

4. Firefighter Ewing will complete his Rescue Tech class on 8/15/2024

### **Parks and Recreation**

1. Soccer and football practices have started
2. Enrollment is up for both soccer and football
  - a. 416 kids in soccer
  - b. 89 kids in football
3. Soccer will start games on August 22<sup>nd</sup> and football will start on August 25<sup>th</sup>

### **Parks Maintenance**

1. Dump trash from parks
2. Clean restrooms
3. Working on equipment
4. Mowing in parks
5. Painting football fields and soccer fields
6. Shelter House rentals

### **Public Works**

1. Work on equipment
2. Lake Festival
3. Sweep city streets
4. Brush pickup
5. Working on sidewalk at Aldi
6. Trimmed trees on city streets and in alleys

### **Sewer Collection**

1. Locates for utilities
2. Completed tap locations for residents with sewer issues (Locates)
3. Clean and camera storm and sanitary lines
4. Collect data for GIS
5. Clean catch basins

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

1. Billed 2,289 customer billings
2. Shut off 15 customers
3. Sent out 310 delinquent notices
4. Sent out finals/refunds
5. \Meter Readers continue to read meters

### **Water Treatment Plant**

#### **1. Water Distribution**

- a. Fire Hydrant painting to continue in Summer of 2024
  - i. Purchased red paint in Dec 2023
  - ii. Private hydrants will have a medium blue top
- b. Located waterlines to ensure no other contractors hit and damage our infrastructure

- c. Completed work orders from Utilities Office
- d. Dump truck POs completed and on order
  - i. Rush Truck Center – 2024 International Truck
  - ii. Knapheide Truck & Equip. – 2024 International Dump Body & Equip.
  - iii. RG Comm. – Truck Radio
- e. Watering grass along Kaymar Ave., coming up very nice
- f. 8” water main on S. Sugar St. @ RR repaired
- g. 6” at the end of Barnsbury Ct. repaired
- h. 1” water service to Kern’s Bldg. connected @ Warren St.
- i. Dump truck bed lifting ram rebuilt
- j. Installing services to tri-plex at Grand Lake & Livingston
  - i. North unit completed
  - ii. South unit completed
  - iii. Road patched as well
- k. Lead service line research & replacement program
  - i. Mapping & Spreadsheet info. continued, due to OEPA 10/16/2024

## 2. Water Plant

- a. Continued weekly sampling for Microcystin analysis:
  - i. Raw Lake Water                      07/23/2024 – 17.4 ug/l
  - ii. Raw Lake Water                      07/30/2024 – 13.0 ug/l
  - iii. Raw Lake Water                      08/06/2024 - 31.9 ug/l
  - iv. All finished water samples were Non-Detect for Microcystin Toxin
  - v. Continued lagoon effluent Microcystin monitoring (NPDES Permit)
  - vi. Continued Microcystin for outside communities (Paulding, Van Wert, Delphos)
  - vii. Seasonal Microcystin testing of State monitored beaches on the lake
    - 1. Camp Beach                      07/24/2024 – 15.9 ug/L
    - 2. West Beach                      07/24/2024 – 12.9 ug/L
    - 3. East Beach                      07/24/2024 – 19.5 ug/L
    - 4. Windy Point Beach                      07/24/2024 – 21.1 ug/L
    - 5. Camp Beach                      07/31/2024 – 24.7 ug/L
    - 6. West Beach                      07/31/2024 – 13.1 ug/L
    - 7. East Beach                      07/31/2024 – 22.0 ug/L
    - 8. Windy Point Beach                      07/31/2024 – 25.6 ug/L
    - 9. Camp Beach                      08/06/2024 – 25.5 ug/L
    - 10. West Beach                      08/06/2024 – 25.2 ug/L
    - 11. East Beach                      08/06/2024 – 37.2 ug/L
    - 12. Windy Point Beach                      08/06/2024 – 23.4 ug/L
- b. WTP Buildings, Grounds, & Operations:
  - i. Carbon Exchange for tank #1 completed July 30, 2024

- ii. Carbon Exchange for tank #3 scheduled for October 1, 2024
  - iii. Carbon Exchange for tank #5 scheduled for October 29, 2024
  - iv. Carbon Exchange for tank #7 scheduled for January 7, 2025
  - v. WTP fence painting, started painting sections, continue as weather permits
  - vi. DAF units drained and cleaned
  - vii. Monthly and weekly maintenance items completed
  - viii. Turbidity units calibrated
  - ix. GAC Bldg. vents repaired
  - x. Sand Filter #3 Re-Construction
    - 1. Final quotes received, POs completed
    - 2. Sand removed
    - 3. Jutte Excavating to move in for demo over the next few weeks
- 3. Water Dept. Training
  - i. NW OAWWA District meeting
  - ii. Technology Committee Meetings
    - 1. Scheduled for August 20, 2024
    - 2. Sludge Handling Sub-Committee, TBA
- 4. Bryson Pool Operations
  - i. Pool in full operation, last day of operation is August 25, 2024
  - ii. Chlorine analyzer failure, using one from water tower until parts arrive
  - iii. Slide replacement project
    - 1. Looking at options and cost estimates for project

## **Wastewater**

- 1. May Painting painted final coat on roof of sludge dewatering building; trimmed phosphorus building; painted phosphorus building wainscoat, roof, entry door and North entry door on blower building
- 2. Replaced drinking water filters
- 3. Hosed algae from clarifier weirs and effluent channel
- 4. Repaired three bad connections in South aerator area light on North Ditch
- 5. Mowed
- 6. Removed plug from Raw sample pump
- 7. Completed SOUR test on AD#1; transferred to sludge mixing tank
- 8. Troubleshoot low grit capture – removed cover off classifier to verify auger turning, pulled grit pump and removed plug
- 9. Met with Larry Bell / Vertimix and discussed mixing system for polymer totes
- 10. Sprayed weeds
- 11. Replaced Havemann generator battery
- 12. Removed plug from influent sample pump
- 13. Worked on fabricating handrail where needed
- 14. Etched Secondary bathroom floor for epoxy application
- 15. Consulted w/ Wayne Adams on Raw building water meter

16. Applied epoxy coating to Secondary bathroom floor
17. Requested quote from Maryland Biochemical for Walmart wetwell mixing system
18. Removed plug from North polymer system
19. Adjusted clarifier scum troughs
20. Greased grit & grease bridge, mechanical bar screen, grit blower, grit classifier, and post aerators
21. Pumped out rainwater from two sludge storage tanks; hosed tank floor down
22. Removed plug from Raw sample pump
23. Treated inside of East Storage, Sludge Dewatering, Workshop, Raw/Final, and Phosphorus buildings for spiders
24. Transferred calcium nitrate to Walmart and Eaglebrooke lift stations
25. Completed SOUR test on AD#2; transferred to sludge mixing tank
26. Revised and discussed new in-house WW operating policies
27. Rick Arnold spliced fiber connections at Fairgrounds
28. Replaced shop restroom exhaust vent cover; primed and painted
29. Reset #2 vfd at 4-H lift station
30. Troubleshoot North UV channel (banks 1 and 2 tripped out)
31. Checked pump amps at 4H lift station; VFD fault-all ok 8/1
32. Consulted Wayne Adams to get defective flow meter remote display replaced
33. Checked shop building downspouts for debris accumulation-ok
34. Cleared plug from south polymer feed system
35. Reset and reboot bypass flow meter- was offline from utility power fail
36. Removed large plastic bags from system 5 wet well

### **Electric Distribution**

1. Set 2 poles
2. New Services
  - a. Underground 3
3. Service Replacement
  - a. Upgrade Underground 1
  - b. Upgrade Overhead 2
4. Street Lights
  - a. Repairs 10
  - b. Replaced 10
5. Underground Locates (OUPS) 181
6. Substations
  - a. Outage on Walnut Substation- 7/29/2024- squirrel
7. Tree Trimming
  - a. Remove tree on E. Wayne Street at new school riser pole
8. Request or Miscellaneous Jobs
  - a. Site work at new shop- remove dirt on lot
  - b. Temporary panels at North Shore Park for Lake Festival
9. Trouble Calls
  - a. 7/20/2024- CIS- bad elbow arrester
  - b. 7/21/2024- 6995 State Route 703- bad primary URD
  - c. 7/21/2024- Daily Standard- bad transformer

- d. 7/24/2024- Bryson Park- transformer hit
  - e. 7/31/2024- Crown- transformer 2, their problem
  - f. 8/3/2024- E. Livingston and Bachar- bad transformer
10. Large Projects
- a. New feed for 7-12 School
11. EV Charging Stations
- a. Number of Sessions- 23
  - b. Total Length of Sessions- 70 hours 50 minutes

### **Income Tax – July 2024**

	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2024 vs 2022</b>	<b>2024vs</b>
	<b>Month-to-date</b>	<b>Month-to-date</b>	<b>Month-to-date</b>	<b>Year-to-date</b>	<b>Year-to-date</b>	<b>Year-to-date</b>	<b>Year change</b>	<b>2023</b>
								<b>Year</b>
								<b>percent</b>
<b>Business</b>	122,562.89	1,587.88	15,826.00	752,981.56	808,052.73	734,248.06	(55,071.17)	(6.82)
<b>Non Resident Bus</b>	20,374.94	3,916.34	3,103.44	102,935.91	93,453.53	65,368.81	9,482.38	10.15
<b>Non-Resident</b>	31,791.91	1,601.00	3,069.23	91,825.46	90,352.33	71,703.21	1,473.13	1.63
<b>Resident</b>	94,349.21	15,659.73	39,296.50	765,691.26	749,420.77	497,731.96	16,270.49	2.17
<b>Non Resident W/H</b>	14,012.52	26,167.62	24,256.11	134,308.39	103,610.47	76,138.85	30,697.92	29.63
<b>Withholding</b>	450,219.86	479,894.93	477,767.42	3,248,623.73	3,080,137.46	2,759,329.44	168,486.27	5.47
<b>Grand Total</b>	733,311.33	528,827.50	563,318.70	5,096,366.31	4,925,027.29	4,204,520.33	171,339.02	3.48

	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
<b>January</b>	\$572,934.33	\$478,116.36	\$581,676.70	\$597,830.83
<b>February</b>	\$395,309.69	\$473,587.98	\$502,513.66	\$576,721.82
<b>March</b>	\$492,151.79	\$448,002.22	\$539,278.80	\$643,106.95
<b>April</b>	\$850,639.88	\$698,445.36	\$906,561.14	\$1,036,961.75
<b>May</b>	\$778,967.41	\$719,166.91	\$1,096,153.11	\$933,247.58
<b>June</b>	\$797,943.26	\$653,890.17	\$770,037.48	\$745,178.68
<b>July</b>	\$520,341.61	\$733,311.33	\$528,827.50	\$563,318.70
<b>August</b>	\$472,333.24	\$781,346.45	\$639,141.86	
<b>September</b>	\$707,295.13	\$549,578.60	\$594,813.17	
<b>October</b>	\$489,278.54	\$602,278.54	\$607,545.72	
<b>November</b>	\$475,970.73	\$509,200.32	\$512,720.44	
<b>December</b>	\$546,619.75	\$491,072.40	\$578,608.60	
<b>Grand Total</b>	<b>\$7,099,785.36</b>	<b>\$7,137,996.64</b>	<b>\$7,587,878.18</b>	