

## **2019 Year End Report**

2019 was a transition for the Public Service Department. In August, after 25 years of service our Public Service Director; Dennis Richardson retired and our former Police Chief; Keith Torbet stepped into his position after 35 years of service with the Police Department.

The Wauseon Police Department had several administration changes also. Kevin Chittenden was promoted to Police Chief in August and John Roof was promoted to Assistant Police Chief in September. There was a decrease in the number of calls from 10,000 in 2018 to 8,003 in 2019. Major crimes was down by 2% and minor crimes were down by about 9%.

The Finance Department reported a decline in income tax revenue in 2019 due to a shift closure at a local manufacturer. Expenses will be monitored closely throughout 2020 to ensure that they remain in line with the decline in tax revenue.

The Zoning Department issued fourteen (14) zoning permits for twenty-four (24) new residential housing units constructed in 2019. There were forty-seven (47) Maintenance Code violations/complaints received and handled.

The Wauseon Fire Department responded to 1,877 emergency medical services in 2019, approximately 300 less calls for service than the previous year due to their Inter-Facility Transport Vehicle being out of commission.

I would like to thank City Council, Department Heads, and all City employees for an amazing year and all of their hard work and dedication they have given to our great city.

Sincerely yours,

*Kathy Huner*

Kathy Huner, Mayor

**Mayor**  
Kathy Huner

**City Council**  
Shane Chamberlin  
Patrick Griggs  
Stephen Schneider  
Harold Stickley  
Jeff Stiriz  
Scott Stiriz



230 Clinton Street • Wauseon, Ohio 43567

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**Director of Law**  
Thomas A. McWatters III

**Director of Finance**  
Jamie L. Giguere

**Director of Public Service**  
Keith Torbet

March 9, 2020

Honorable Kathy Huner  
Mayor of the City of Wauseon  
230 Clinton Street  
Wauseon, Ohio 43567

Re: 2019 Annual Report

Dear Mayor Huner,

I am pleased to present the 2019 year-end report for the Finance Department. The Department is responsible for receipting all funds received by the City, safeguarding the same while in the Treasury and preparing disbursements in accordance with the Ohio Revised Code, the City Code of Ordinances and the budget approved by City Council. It is also responsible for maintaining an accounting system that is capable of creating financial records and reports for internal use and for the other departments, boards and commissions of the City. Although these records are kept on a "cash" basis throughout the year, the Finance Department is required, by the Auditor of State, to convert the year-end financial statements to a "modified accrual" basis (GAAP). Both the cash basis and GAAP reports are audited annually by the Auditor of State's Office. The City's most recent audit report, for 2018, revealed no discrepancies or irregularities.

The Finance Department is responsible for preparing the estimate of revenues, the annual appropriation ordinance and any related resolutions necessary to amend the appropriations throughout the year. After approval by Council, these are all filed with the Fulton County Auditor. The Department also assists the Mayor in the preparation of the City Budget for the coming year. With the cooperation of the various Department Heads, the Mayor and City Council, the budget for the year 2020 was prepared and approved prior to the end of 2019.

In total, the City's thirteen different funds received \$10,593,479 and disbursed \$12,022,788 during 2019. The total cash balance, of all funds, was \$6,324,853 at December 31<sup>st</sup>, of which \$227,171 was encumbered. The attached year-to-date fund report shows the unencumbered cash balances for each fund. These amounts were carried over to, and are available for year 2019 appropriations.

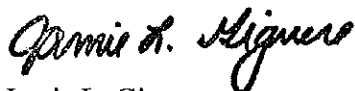
The major source of operating revenue is the City income tax. Gross tax receipts, less refunds, were \$3,891,557 in 2019 compared to \$4,040,758 in 2018 and \$4,173,110 in 2017. A five-year comparison of income tax receipts is attached for your review. The gross income tax receipts had been allocated 75% to the General Fund and 25% to the Capital Projects Fund beginning in 2012, however due to the 3.69% decrease in income tax revenue \$400,000 was transferred from the Capital Projects Fund into the General Fund .

The City's Enterprise Funds consist of water revenue, water reclamation revenue and wastewater debt. Each of these funds is to be self-supporting and the related revenues and expenditures of these funds are recorded individually. The annual activity for 2019 and the unencumbered cash balances of the Enterprise Funds are also reported on the attached fund report. The wastewater debt fund was reactivated during 2010 to pay debt incurred from the Water Reclamation Plant improvements.

The two other sources of debt that the City is obligated to are recorded in the Debt Reduction Fund, previously the Capital Projects Fund and Water Revenue Fund. The City borrowed \$5 million for the renovation and extension of Glenwood Street. The outstanding debt on that project was bonded out during 2011 and will be paid off over an eighteen year period. During 2006, the debt incurred for the renovation of the Water Treatment Plant was combined with the remaining debt from the construction of the waterline from Wauseon to Napoleon. The outstanding debt on those two projects is now \$500,000. Additionally, in November of 2015 the residents of Wauseon voted in favor of a 2.6 Millage Parks and Recreation Levy. In turn the City borrowed \$1.4 Million in the form of a 5 Year Bond in anticipation of building a new pool, which is included in the Debt Reduction Fund.

The City's financial position at the end of the year is \$1,656,000 less than the beginning of the year. The decrease is due to additional expenses for the Fire Department in the General Fund and the Biosolids project at the Water Reclamation Plant. The City also saw another slight decline in income tax revenue in 2019 due to a shift closure at a local manufacturer. Expenses will be monitored closely throughout 2020 to ensure that they remain in line with the decline in tax revenue.

Sincerely,

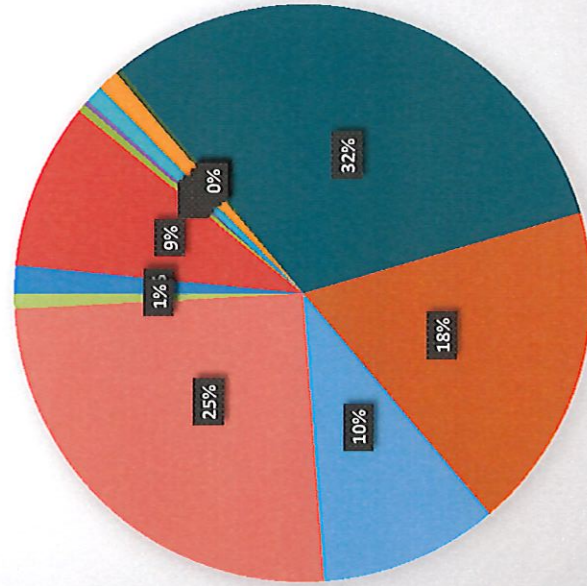
A handwritten signature in black ink, reading "Jamie L. Giguere". The signature is written in a cursive, flowing style.

Jamie L. Giguere  
Director of Finance

# YTD Fund Report for Year 2019 Month 12 - City of Wauseon

Fund	Description	Beg Yr Bal	YTD Rec	YTD Exp	Unexp	Enc	Unenc
101	GENERAL FUND	300,360.70	5,247,648.25	5,450,275.80	97,733.15	41,428.34	56,304.81
201	STREET MAINT FUND	637,953.45	364,632.71	412,008.38	590,577.78	1,000.00	589,577.78
202	STATE HWY MAINT FUND	187,246.92	29,272.91	187,598.39	28,921.44	0.00	28,921.44
204	PARK AND RECREATION SPECIAL	17,463.12	309,349.56	309,382.08	17,430.60	0.00	17,430.60
208	PERMISSIVE LICENSE TAX	44,826.93	18,473.75	0.00	63,300.68	0.00	63,300.68
210	DRUG LAW ENFORCEMENT FUND	82,229.15	33,527.81	40,686.79	75,070.17	1,103.31	73,966.86
213	ENFORCEMENT & EDUCATION FUND	3,281.90	473.30	0.00	3,755.20	0.00	3,755.20
240	SPL ENERGY IMPROVEMENT PROJECT	0.00	17,295.52	17,295.52	0.00	0.00	0.00
290	IMAGINATION KINGDOM	15,235.76	0.00	0.00	15,235.76	0.00	15,235.76
301	BOND REDUCTION FUND	0.50	517,317.00	517,317.50	0.00	0.00	0.00
403	CAPITAL PROJECTS FUND	2,146,899.58	1,061,510.60	1,223,111.85	1,985,298.33	74,961.29	1,910,337.04
601	WATER REVENUE FUND	1,327,393.52	2,188,851.18	2,358,177.09	1,158,067.61	67,461.43	1,090,606.18
602	WATER RECLAMATION REVENUE FUND	1,461,179.07	1,240,310.08	2,068,037.49	633,451.66	41,216.69	592,234.37
607	WASTEWATER DEBT CHARGE FUND	1,474,196.52	336,723.01	210,106.54	1,600,812.99	0.00	1,600,812.99
608	WATER TRUST DEPOSIT FUND	55,894.54	4,280.73	4,977.64	55,197.63	0.00	55,197.63
15 Funds		7,754,161.66	11,369,666.41	12,798,975.07	6,324,853.00	227,171.06	6,097,681.94

Fund Percentages



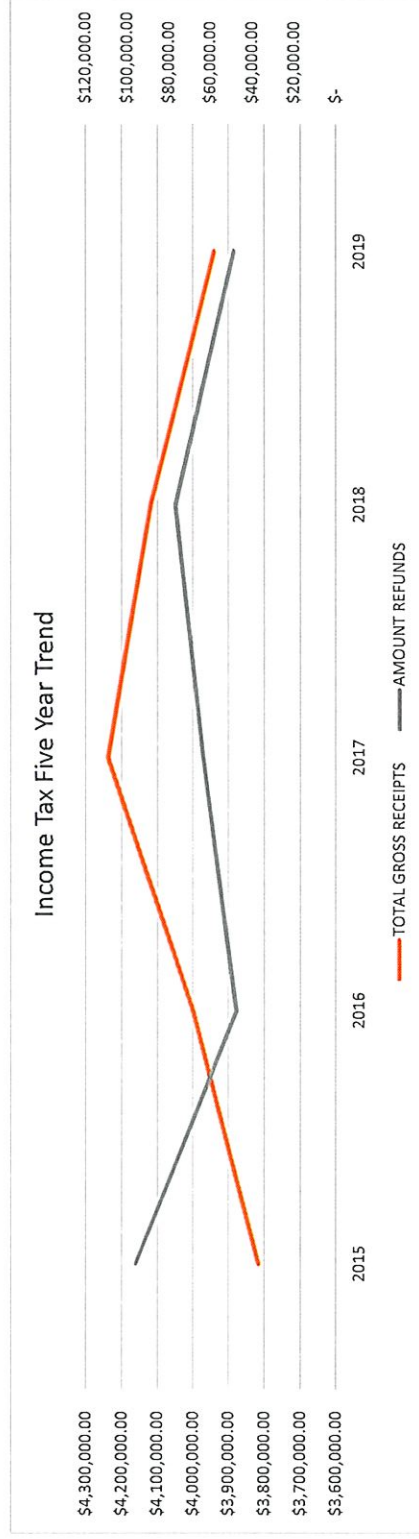


CITY OF WAUSEON  
INCOME TAX DEPARTMENT  
INCOME REPORT FOR THE YEAR ENDED DECEMBER 31, 2019

YEAR	TOTAL GROSS RECEIPTS	NUMBER REFUNDS	AMOUNT REFUNDS	ADJUSTED GROSS RECEIPTS	GROSS CHANGE FROM PRIOR YEAR	ADJUSTED GROSS CHANGE FROM PRIOR YEAR	PERCENTAGE CHANGE FROM PRIOR YEAR	INTEREST AND PENALTIES	EMPLOYER W/H REPORTS	TAX RETURNS FILED	QUARTERLY ESTIMATES FILED
2015	\$ 3,816,540.23	121	\$ 96,106.27	\$ 3,720,433.96	\$ 255,534.49	\$ 216,381.52	7.18%	\$ 6,778.15	4,561	3,783	1,556
2016	\$ 3,999,460.11	124	\$ 47,513.89	\$ 3,951,946.22	\$ 182,919.88	\$ 231,512.26	4.79%		4,760	3,891	1,578
2017	\$ 4,236,659.08	127	\$ 63,548.71	\$ 4,173,110.37	\$ 237,198.97	\$ 221,164.15	5.93%	\$ 5,923.08	4,786	3,958	1,549
2018	\$ 4,117,713.47	113	\$ 76,955.15	\$ 4,040,758.32	\$ (118,945.61)	\$ (132,352.05)	-2.81%	\$ 12,503.36	4,538	3,288	744
2019	\$ 3,940,401.51	133	\$ 48,844.41	\$ 3,891,557.10	\$ (177,311.96)	\$ (149,201.22)	-4.31%	\$ 7,440.35	4,863	3,436	801

DELINQUENT ACCOUNTS: 235  
DELINQUENT TOTAL: \$87,645.83

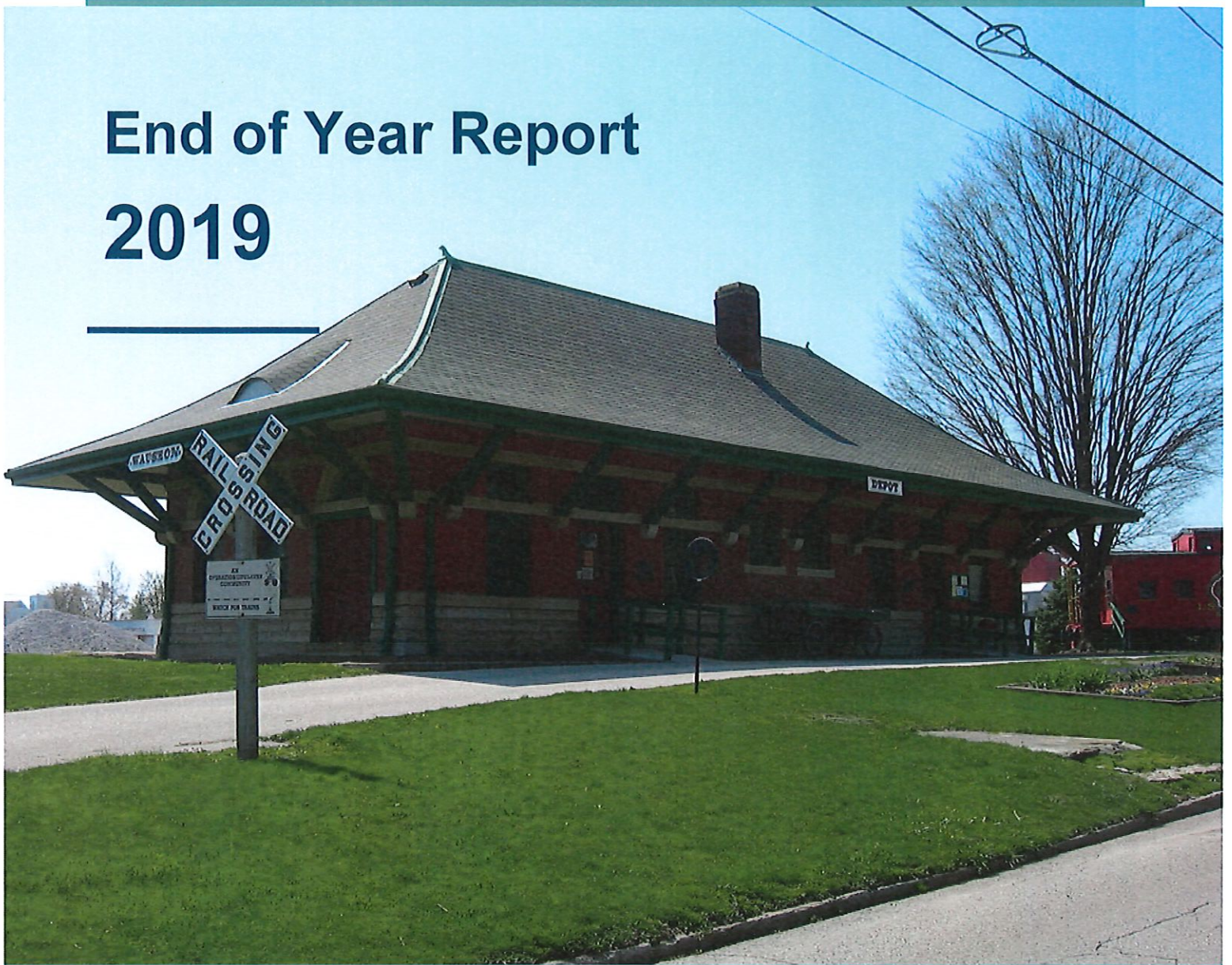
TRISH LILLICH  
INCOME TAX COMMISSIONER





# End of Year Report 2019

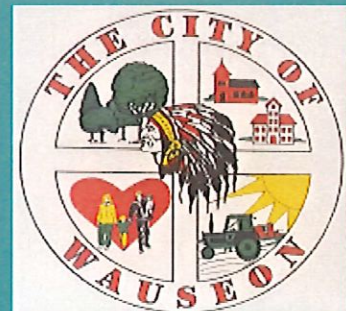
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MARCH 9

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Director Of Public Service  
Keith C. Torbet





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# Year in Review 2019

2019 was a year of Transition for the Public Service departments. In August after 25 years of service to the city, Dennis Richardson, the Public Service Director retired and after 35 years of service with the Police Department, I became the 3<sup>rd</sup> Public Service Director for the City of Wauseon.

The true back bone of the Public Service Department is the Superintendents that run the various departments for the city. It was their knowledge and expertise that made my decision to transfer upstairs a much easier one. Attached to this report you will find their end of year reports showcasing each department's accomplishments and work done for the city.

Some more notable areas of improvement within the city:

- New sidewalk construction from S. Shoop Ave. to Wauseon Primary School
- Repaving of N. Shoop Ave. from Airport Hwy. to Elm St.
- Repaving of Airport Hwy.
- Repaving of E. Elm St. from N Shoop Ave to N. Fulton St.
- Installation of a new generator at the water reclamation plant
- New Grit Classifier for the water reclamation plant
- Installation of new roofing at the water plant
- New piping installed in portions of the water plant
- New Software installed to assist with the Asset management requirements from the EPA.
- Constructed an open air pavilion in Reighard Park
- Cleaned over 2.3 miles storm and sanitary sewer lines in the city
- Replaced over 1000 ft. of storm and sanitary sewer lines that were broken or clogged.
- Ran 600 ft. of new water line for the Haas Door expansion project.
- Rebuilt the Zenobia St. storm and sanitary sewers.

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- Re-instituted the tree damage sidewalk program completing one third of the sidewalks that had been reported to the city as damaged.
  - Re-striped all major roadways within the city
  - Started the process for engineering complete rebuild S. Brunell St. and surrounding area.
  - New pool toys installed at the Swimming Pool.
  - The Water Reclamation plant treated 587.46 million gallons of waste water and had zero violations for 2019.
  - The Water Plant treated 225.24 million gallons of water in 2019 with an average daily production of 691,000 gallons.
  - The recreation department conducted seventeen youth programs with almost 1200 children participating in 2019.
  - The swimming pool was opened for its second season. 106 season passes were sold. The pool was rented 23 out of the possible 30 Saturday party rental spots.

#### **New Employees to the Public Service Department:**

- Noah Ganger – Water Plant
- Hugo Barajas – Asst. Recreation Director
- John Mosiniak – Public Works
- Bradley Myers – Public Works

#### **Employees that Received new licenses:**

- Ryan Zimmerman – Class II Water License
- John Alexander – Class II Wastewater Collections License



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**Boards and Commissions that I currently serve on:**

- **Fulton County Economic Development Executive Committee**
- **Fulton County Community Investment Corporation**
- **Fulton County Local Emergency Planning Committee**
- **Maumee Valley Planning Organization Board of Directors and Personnel committee.**
- **Represent the City at the Joint Solid Waste Management District Meetings**
- **Represent the City at the Tax Incentive Review Council**
- **Fulton County Regional Planning Committee**
- **Assessor/ Peer Counselor for the Ohio Collaborative administered by the Office of Criminal Justice Services**
- **Member of the OACP Advisory Services and Education Committees**
- **Member of the Executive Institute Committee overseeing the Police Executive Leadership College**
- **Member of the CLEE Board of Directors**
- **Vice President of the Center for Child and Family Advocacy Board of Directors.**
- **Member of the American Water Works Association**
- **Member of the Water Management Association of Ohio**

**I look forward to the coming year for a great year moving forward and working to make Wauseon a better place to live, work, and visit.**

**Sincerely,**



**Keith C. Torbet, CLEE**

**Director of Public Service**

# Wauseon Water Plant

## 2019 Year in Review & Production Figures

### Production Information

**High Service Meter for 2019:** 225.237 million gallons

2018: 255.886 M.G.s

2017: 261.268 M.G.s

2016: 287.307 M.G.s

\*issues with the high service rate of flow controller likely have left lower than produced water for 2019. Raw meter read at 252.237 Million Gallons.

**Water Sold/ accounted for in 2019:** 231.055 million gallons

2018: 236.664 M.G.s

2017: 243.223 M.G.s

2016: 251.995 M.G.s

Percent of water accounted for in 2019: 103.7% from treated, 91.6% from raw meter

Average Daily Production for 2019 was 0.691 million gallons

Highest Daily Production was September 11th at 1.145 million gallons.

Lowest Daily Production occurred on October 11<sup>th</sup> at 0.432 million gallons (adjusted for meter).

### **2019 At the Plant**

-We started 2019 with cold temperatures, and then dealt with heavy rains in the spring. We had 7 days below 0 with -14 the lowest recorded. Rainfall for the year was 42.3 inches; compared to 36.8" in 2018 and 37.64" in 2017. Highest rainfall for month was July with 7.44". Wauseon Water Plant is the NOAA weather records provider for Fulton County. Cold and rain can cause issues with plant, but no issues occurred from this in 2019.

-Due to loss of another employee late in 2018, we interviewed again and hired Noah Ganger in February. Noah came with a degree in Chemical engineering and has done well learning the plant and operations. Ryan Zimmerman took and passed his class II license on his first try. This is a great achievement, and helps with maintaining required licensing at the plant by the Ohio EPA. We are proud of Ryan and his continued education.

-Twice in 2019 the Village of Archbold had issues with their microcystin testing equipment. We were able to run tests for them and the other area municipalities (Swanton, Delta, Napoleon, and Defiance). We have a

mutual aid agreement with Archbold for this type of testing, as well as a microbiological and wet chemistry agreement with Archbold and the City of Napoleon.

-Capital projects that were done in the plant in 2019: Majority of plant roof replaced, Piping in basement and hallway that was deteriorating was replaced, as well as new pretreat drain piping installed in case of loss of a pretreat basin due to emergency. We also had PAC Engineering come in and do work to adjust the signal from the rate of flow controllers that got progressively worse in 2019 but had been significantly off since SCADA system work done by Arcadis Engineering in December of 2016. Jones & Henry engineers were also brought on to help look at advanced treatment techniques to help with total trihalomethanes and harmful algae blooms. Fencing was installed around the tower at Wabash Park; this was due to EPA regulations.

-The dam at the East ditch on the east side of State Route 108 collapsed after a couple of the heavy rain events. Dennis Richardson said in summer of 2019 that he was addressing it with the public works. This did not get completed then, and is still in need of repair. This will be an EPA violation when time comes for annual survey and will need to be repaired in 2020.

-Asset management has continued to be a big issue with the Ohio EPA. The Dennis Richardson had Arcadis Engineering do some work to help with getting us in compliance. When it became obvious to Loui Thourot and John Arps that what Arcadis was doing was not going to help, Loui Thourot pressed to get another solution and suggested MyGIS to Dennis Richardson and John Arps. After a demonstration, they were both on board and the city moved forward with setting MyGIS's system up. The MyGIS people were little help at the plant as they were more about the vertical assets, but the water plant staff managed to work with the system to get enough done to meet early stage requirements. During the EPA survey, the EPA agents were given the Arcadis information and clearly stated if that was what we had we were in violation. I showed them the work I had done in the MyGIS system and the survey agents were very happy with it. Moving forward, if MyGIS cannot make better addition of drawings to the system, the water plant may need to move on to a more robust system to stay compliant.

-On September 9th the Metal X facility near Delta had a major fire. Delta contacted Loui Thourot about opening the line between the two communities. Loui Thourot, though on vacation, got to the plant immediately and got equipment to open the valving. The line was quickly opened and Delta was taking water. Due to massive turnover of staffing at Delta, no one there knew what was in the meter station and thought that a pump was in place. Many at Wauseon were under the same assumption as the water plant staff was the only ones to work on the building and to know what was there, with Loui Thourot being the only one around when the line was put in. We supplied approximately 807,000 gallons to Delta over the three days. Afterward, Loui Thourot took Delta staff out to show what was involved with the building and that it is only gravity feed system. Wauseon Public Works went to it another day on their own and then called to ask questions about it. The fact that the communication system was run to Delta and had been their responsibility it was no longer functional. Wauseon water Plant is working with Koester Engineers to get this updated and repaired and to get communications to the Wauseon water plant.

A change at Public Service director saw previous police chief Keith Torbet replace Dennis Richardson after Dennis's retirement from the city. Keith got a quick education on what all is involved as his second week in the job was the Metal X fire. Keith was out several times to the plant to learn what went on; a departure

from Dennis Richardson only coming out to the plant for emergencies and hirings. Keith has become aware that much is needed to be done at the plant after the water plant spent much of 2004 to 2018 with Richardson blocking almost all engineering needed jobs. The plant is behind on several projects that have needed done and with asset management becoming a key part of the Ohio EPA's future plans for water plants, we will need Keith to be more involved than his predecessor.

-Harmful algae blooms and microcystins kept staff busy through much of the summer and into the end of the year. Floating masses began in late June and were very hard to manage in the big reservoir. To prevent any algal issues, water drawn to the plant was switched to the little reservoir. Though the staff was able to keep the blooms from getting too out of hand, they quickly reappeared and needed more treatment. Throughout this period testing was done on both reservoirs and microcystin and microcystis gene counts remained in safe ranges. As fall came in the floating mats were able to be controlled, but the big reservoir began having high microcystin levels, preventing us from going back on to that res. The water plant having the equipment to do the testing ran additional testing to keep an eye on levels. This continues to the time of this writing and we are currently still drawing from the little res. Refilling from the big res at a slow rate has prevented the little reservoir levels from coming up to detectable levels. Contact with an expert in Columbus with the EPA has stated that some other municipalities are also seeing elevated cold water levels. This is a problem that seems to evolve to handle treatments and continued learning and trying new techniques will likely be required to prevent any issues in the future.

Prepared by Lou Thourot,

Water Plant Superintendent



# Operations for Water Plant 2019

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
Raw Water (MG)	22.738	22.461	21.158	20.542	23.139	22.299	20.786	21.240	19.655	18.335	19.293	20.591	252,237
Treated (MG)	19.874	19.554	18.892	18.232	20.743	20.315	18.662	18.779	17.681	15.346	16.752	20.958	225,788
Meiter sales (cu ft)	18890	19485	20541	19841	18011	20981	19498	25499	23824	24405	19688	19347	250010
Add. Sales (gal)					72700	23299	25000	21100					142099
Lyons (MG)	1.864	1.855	2.036	2.028	2.854	2.66	2.95	2.859	2.12	2.295	2.228	2.171	27,920
Misc used	0.922	0.956	0.816	0.615	1.762	0.805	1.516	1.152	1.168	1.659	1.295	0.798	13,465
Dist total	16.916	17.595	18.216	17.484	18.909	19.182	19.189	23.134	21.333	22.957	18.698	17.441	231,055
% sold of made	85.1%	90.0%	96.4%	95.9%	91.2%	94.4%	102.8%	123.2%	120.7%	149.6%	111.6%	83.2%	103.7%
% backwash	1.74%	1.59%	1.49%	1.47%	1.91%	1.67%	2.37%	2.57%	2.17%	2.25%	1.71%	1.46%	1.9%
peak day (MG)	0.846	0.858	0.695	0.792	0.832	0.862	0.72	0.83	1.145	0.609	0.713	0.761	
date	10-Jan	2-Feb	5-Mar	19-Apr	6-May	6-Jun	2-Jul	6-Aug	11-Sep	11-Oct	27-Nov	24-Dec	
Low Day (MG)	0.523	0.565	0.452	0.427	0.664	0.463	0.481	0.414	0.418	0.389	0.398	0.601	
date	13-Jan	18-Feb	10-Mar	17-Apr	8-May	16-Jun	7-Jul	25-Aug	28-Sep	6-Oct	2-Nov	13-Dec	
water to Wauseon	3.070	30.697	32.370	29.537	17.010	22.262	41.067	44.041	47.288	44.012	43.908	5.480	360,742
days	3	14	15	14	8	12	19	21	26	20	22	3	177
water to Napoleon	0.518	0.000	1.330	4.807	3.281	2.993	0.000	0.000	0.000	4.617	0.000	0.111	17,657
days	3	0	5	10	11	10	0	0	0	4	0	1	44
month total	2.552	30.697	31.040	24.730	13.729	19.269	41.067	44.041	47.288	39.395	43.908	5.369	343,085
total on debt	2.552	33.249	64.289	89.019	102.748	122.017	163.084	207.125	254.413	293.808	337.716	343.085	
back wash (MG)	0.346	0.31	0.281	0.268	0.397	0.339	0.443	0.482	0.383	0.346	0.286	0.307	4.188
plant high (MG)	0.267	0.204	0.225	0.215	0.253	0.271	0.363	0.383	0.316	0.307	0.251	0.191	3.246
plant low (MG)	0.499	0.478	0.459	0.399	0.463	0.391	0.413	0.426	0.388	0.385	0.441	0.465	7.434
P. Works total (gal)	8700	1000	6000	1000	4000	5100	36850	12350	8500	25250	4000	1500	114,250
Pool / ODOT (gal)		209455	0	0	748052	0	112956	28426	224416	748052	448831		2520188
water sellers	\$736.50	\$316.75	\$629.00	\$0.00	\$1,470.75	\$691.25	\$2,952.50	\$1,510.85	\$1,156.50	\$969.75	\$751.01	\$703.50	\$11,888.36
lab testing	\$405.00	\$510.00	\$420.00	\$312.00	\$402.00	\$552.00	\$330.00	\$270.00	\$252.00	\$354.00	\$252.00	\$354.00	\$4,413.00
Additional Revenue	\$1,141.50	\$826.75	\$1,049.00	\$312.00	\$1,872.75	\$1,243.25	\$3,282.50	\$1,780.85	\$1,408.50	\$1,323.75	\$1,003.01	\$1,057.50	\$16,301.36
Big Res Level	15.5	15	16	16.75	17	15.5	16.5	18	17.5	18	17.5	17	
Small Res Level	17.5	18	17.5	17.5	17	18	17	16.5	15	15.5	16	16	
rainfall (Total prec.)	1.79	1.98	3.23	4.12	4.16	5.37	7.44	4.94	3.21	2.27	1.6	2.19	42.3
Snowfall	8	3.3	1	0	0	0	0	0	0	0	4.6	2.2	19.1
Low Temp	-14	-12	6	21	37	47	54	54	47	34	4	10	-14
High Temp	51	56	66	74	84	91	92	88	87	85	54	59	92
Sold / Raw %	74.4%	78.3%	86.1%	85.1%	81.7%	86.0%	92.3%	108.9%	108.5%	125.2%	96.9%	84.7%	92.4%
treated / raw %	87.4%	87.1%	89.3%	88.8%	89.6%	91.1%	89.8%	88.4%	90.0%	83.7%	86.8%	101.8%	89.5%

***2019***

***WWRP***

***YEAR END***

***REPORT***

# **2019**

## **WATER RECLAMATION PLANT YEAR END REPORT**

**TO: KEITH TORBET, DIRECTOR OF PUBLIC SERVICE**

### **PLANT FLOWS**

The Water Reclamation Plant treated 587.46 million gallons of wastewater in 2019. This was an increase of 82.84 million gallons from 2018. We hauled 222.8 dry tons (1,565,101 gallons) of dewatered biosolids to the landfill.

	<u>2017</u>	<u>2018</u>	<u>2019</u>
Plant Flow	451.25 MG	504.62 MG	587.46 MG
Biosolids (Dry Ton)	167.19	59.29	222.8
Biosolids (Gallons)	866,900	355,200	1,565,101
Plant Bypass	40.61 MG	18.46 MG	17.14 MG
Rainfall totals	36.24 inches	37.03 inches	42.30 inches

### **PERMIT VIOLATIONS**

There were zero violations this year.

### **PLANT BYPASS**

The plant recorded four overflows in 2019.

### **CAPITAL IMPROVEMENTS**

Our new grit classifier was delivered in early December but due to the cold weather we have decided to wait till spring to install it.

We finally got the new plant generator installed in November.

### **PERSONNEL**

Sonny Crawford (class III), Kim Schantz (Class II), Vinny Bedsole (Class I) continue to work hard to keep the plant running smoothly.

## **PLANT**

We ran the P W Tech dewatering press all year. We are thankful we have it as it would have been impossible to get in the fields to haul biosolids in the spring. Though we spent more on polymer and landfill fees than we had planned, we would have had to rely on outside sources to haul our biosolids away and it would have been very costly to the city. We did have a problem with one of the screws in the press but P W Tech came out and replaced both of them with new and improved ones at no charge to the city.

## **WORKSHOPS & MEETINGS**

We continue to attend meetings and workshops that provide contact hours and education along with OEPA updates to keep our licenses current as required by the City and OEPA.

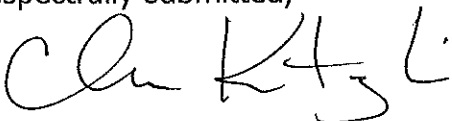
<b><u>Revenue from Septage Receiving</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>	<b><u>2019</u></b>
	\$17,350.00	\$8,215.00	\$16,172.50

<b><u>Revenue from Laboratory Services</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>	<b><u>2019</u></b>
	\$2,745.00	\$2,045.00	\$2,113.00

<b><u>UTILITIES &amp; CHEMICAL EXPENCES</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>	<b><u>2019</u></b>
Toledo Edison	\$55,863.97	\$52,727.24	\$60,989.39
Ohio Gas	\$13,439.47	\$12,741.18	\$12,938.51
Chlorine/Sulfur Dioxide	\$4,602.00	\$4,734.00	\$3,752.25
Hyper+ion 1997	\$29,516.04	\$52,727.24	\$22,899.00
Tidewater (polymer)			\$20,868.00

Kim, Sonny, Vinny and I look forward to having your support in the future.

Respectfully submitted,



Clem Kutzli, Superintendent WRP



## **WAUSEON WATER RECLAMATION PLANT**

**To:** Jamie Giguere - Director of Finance

**From:** Clem Kutzli

**Date:** January 6, 2020

**Subject:** 2019 Year End Inventory

4.066 Dry Tons Hyper+Ion 1997 @ \$326.00 =	\$1325.52
900 Pounds Chlorine @ \$0.48 per pound =	\$432.00
1050 Pounds Sulfur Dioxide @ \$1.00 per pound =	\$1050.00
100 gallons of Polymer @ \$1.85 per gallon =	\$185.00
300 Gallons Diesel Fuel @ \$1.856 per gallon =	<u>\$ 556.80</u>
<b>TOTAL</b>	<b>\$3,548.52</b>

## ***DRY TON / GALLONS BIOSOLIDS 2019***

<b>JANUARY</b>	<b>3.2</b>	<b>95,457</b>
<b>FEBRUARY</b>	<b>13.5</b>	<b>95,004</b>
<b>MARCH</b>	<b>16.2</b>	<b>114,173</b>
<b>APRIL</b>	<b>17.2</b>	<b>101,659</b>
<b>MAY</b>	<b>15.7</b>	<b>95,865</b>
<b>JUNE</b>	<b>16.7</b>	<b>121,662</b>
<b>JULY</b>	<b>30.8</b>	<b>219,368</b>
<b>AUGUST</b>	<b>35.4</b>	<b>266,431</b>
<b>SEPTEMBER</b>	<b>24.3</b>	<b>179,498</b>
<b>OCTOBER</b>	<b>24.3</b>	<b>143,001</b>
<b>NOVEMBER</b>	<b>17.9</b>	<b>121,749</b>
<b>DECEMBER</b>	<b>7.6</b>	<b>11,234</b>
<b>TOTALS</b>	<b>222.8</b>	<b>1,565,101</b>

## **Septage totals 2019**

### **Gallons**

	Lyons	Maston	Schultheis
January	16,500		
February	11,700		
March	24,400		
April	32,250	7,000	10,250
May	44,750	15,250	19,750
June	20,750		4,400
July	9,500		
August	21,500		
September	31,750		
October	33,500		
November	18,700		
December	15,000		

**Total for gallons 2019 – 323,450**

**$323,450 \div 20 = \$16,172.50$**

## ***PERCENT REMOVAL 2019***

	IN	OUT	% REMOVAL
<u>CBOD</u>	<u>147</u>	<u>3</u>	<u>98</u>
<u>AMMONIA</u>	<u>14.66</u>	<u>0.70</u>	<u>95</u>
<u>PHOSPHORUS</u>	<u>3.68</u>	<u>0.29</u>	<u>92</u>
<u>SUSPENDED SOLIDS</u>	<u>154</u>	<u>3</u>	<u>98</u>



YEAR	CBOD-5		% Removal		SUSPENDED SOLIDS		% Removal		AMMONIA		% Removal		YEAR	PHOSPHORUS		% Removal		BIOSOLIDS		EFFLUENT FLOW
	RAW	FINAL			RAW	FINAL			RAW	FINAL				RAW	FINAL			GALLONS	DRY TONS	
1990	139.22	3.06	97.80%	199.2	7	96.50%	13.94	0.77	94.50%	4.49	0.25	94.40%	1990	4.49	0.25	94.40%	484700	114.95	1.21	
1991	157.75	3.13	98%	204.3	8	96.10%	20.91	0.83	96.00%	4.21	0.28	93.40%	1991	4.21	0.28	93.40%	819550	149.25	1.07	
1992	123.55	2.35	98.10%	176.72	7.48	95.80%	13.63	0.31	97.70%	3.73	0.33	91.20%	1992	3.73	0.33	91.20%	651200	144.63	1.27	
1993	53.27	1.39	97.40%	163.3	8.2	95%	16.12	0.66	96.00%	4.31	0.37	91.40%	1993	4.31	0.37	91.40%	688200	162.54	1.24	
1994	172.41	5.19	97%	191.1	11.1	94.20%	18.49	0.92	78.80%	5.52	0.55	90.00%	1994	5.52	0.55	90.00%	645450	152.57	1.02	
1995	203.48	4.61	97.70%	158.79	6.36	96%	21	0.97	95.40%	5.67	0.62	89.10%	1995	5.67	0.62	89.10%	773300	160.01	1.06	
1996	204.63	5.13	97.50%	144.25	4.77	96.70%	16.99	1.63	90.40%	4.78	0.37	92.30%	1996	4.78	0.37	92.30%	765900	162.58	1.12	
1997	162.06	5.47	96.60%	114.09	6.67	94.20%	13.79	1.21	91.20%	3.58	0.46	87.20%	1997	3.58	0.46	87.20%	956440	185.54	1.4	
1998	153.63	2.73	98.20%	125.46	4.61	96.30%	16.71	0.15	99.10%	3.59	0.39	89.10%	1998	3.59	0.39	89.10%	745550	168.79	1.24	
1999	191.74	2.93	98.50%	149.1	4.99	96.70%	19.68	0.23	98.80%	3.44	0.4	88.30%	1999	3.44	0.4	88.30%	566100	141.87	1.12	
2000	187.71	3.28	98.30%	157	5.2	96.70%	20.58	0.47	97.70%	2.31	0.28	87.90%	2000	2.31	0.28	87.90%	915750	190.85	1.09	
2001	164.49	3.1	98.10%	137.6	5.4	96.10%	28.5	0.87	96.90%	5.31	0.61	88.50%	2001	5.31	0.61	88.50%	841750	238.15	1.25	
2002	196.2	2.5	98.70%	150.9	5.9	96.10%	24.61	0.37	98.50%	5.3	0.77	85.50%	2002	5.3	0.77	85.50%	741850	177.11	1.08	
2003	158.9	4	97.50%	130.9	6.4	95.10%	18.45	3.6	80.50%	4.55	0.29	93.60%	2003	4.55	0.29	93.60%	875050	211.65	1.29	
2004	199.9	3.1	98.40%	167.2	5.7	96.60%	21.33	0.44	97.90%	6.74	0.52	92.30%	2004	6.74	0.52	92.30%	880600	195.12	1.07	
2005	196.2	2.6	98.70%	168.7	5.7	96.60%	20.22	0.49	97.60%	6.24	0.58	90.70%	2005	6.24	0.58	90.70%	815850	154.78	1.13	
2006	176.4	3.5	98%	136.6	4	97.10%	16.59	0.11	99.30%	5.35	0.52	90.30%	2006	5.35	0.52	90.30%	671550	143.15	1.35	
2007	168.7	3.1	98.20%	157.3	4.2	97.30%	17.91	0.1	99.40%	5	0.34	93.20%	2007	5	0.34	93.20%	706700	179.6	1.26	
2008	199.1	3	98.50%	164	4.2	97.40%	16.73	0.29	98.30%	5.26	0.42	92.00%	2008	5.26	0.42	92.00%	701150	155.11	1.26	
2009	209	3	98.60%	214	4	98.10%	14.41	0.31	97.80%	6.4	0.4	93.80%	2009	6.4	0.4	93.80%	895350	182.69	1.3	
2010	192	4	97.90%	184	4	97.80%	12.55	0.43	92.30%	5.2	0.4	92.30%	2010	5.2	0.4	92.30%	743700	159.49	1.22	
2011	180	4	97.80%	169	5	97.00%	9.12	0.59	98.40%	4.1	0.2	95.10%	2011	4.1	0.2	95.10%	435250	105.3	1.69	
2012	237	4	98.30%	244	3	98.80%	17.16	0.27	98.40%	6.1	0.3	95.10%	2012	6.1	0.3	95.10%	897550	320.38	1.01	
2013	179	3	98.30%	201	4	98.00%	17.3	0.46	97.30%	5.6	0.4	92.90%	2013	5.6	0.4	92.90%	690050	161.49	1.12	
2014	176	3	98.30%	166	4	97.60%	17	0.47	97.20%	4.1	0.4	90.20%	2014	4.1	0.4	90.20%	691900	157.76	1.24	
2015	201	2	99.00%	164	3	98.17%	18.16	0.53	97.08%	4.3	0.32	92.60%	2015	4.3	0.32	92.60%	828803	186.34	1.12	
2016	204	4	98.03%	190	4	97.89%	18.23	0.4	97.81%	4.23	0.46	89.13%	2016	4.23	0.46	89.13%	792455	152.29	1.02	
2017	175	3	98.29%	146	2	98.60%	15.37	0.41	97.30%	3.74	0.41	89.60%	2017	3.74	0.41	89.60%	904.650	167.19	1.24	
2018	143	3	97.90%	126	3	97.62%	29.72	0.639	97.85%	2.91	0.32	89.00%	2018	2.91	0.32	89.00%	355.200	59.29	1.39	
2019	147	3	98%	154	3	98%	14.66	0.7	95%	3.68	0.29	92%	2019	3.68	0.29	92%	1,565,101	222.8	1.61	

## **Wauseon Recreation Program Evaluations Spring 2019, Summer 2019, & Fall 2019**

- **Recreation Spring Soccer**—176 kids (4-6yrs, 69) & Grades 1-8 (107)
  - Registration: 2/13-3/15
  - Fee: \$20
  - Conducted a clinic by age groups
  - Thursday afternoons & Saturday mornings (Started April 2)
  - Ran by varsity coach, players, and parent volunteers
  - Used Field 5; 5 sessions for 4-6 yr olds
  - 10 sessions for grades 1-8
  - Interest in setting up Rec travel games for grades 3-6 against Swanton, Delta, and Evergreen?
- **Spring Softball**--- 51 girls
  - Registration: 1/7-2/1
  - Fee: \$40 (two jerseys for next season?)
  - 10U, 18 players—coach Alysa McKean
  - 12U, 18 players—coach Marsha Horner
  - 14U, 8 players—Chuck Carr
  - 8U, 7 players—Jessica Wachtmann
  - In conjunction with the Wizards spring league
  - Not sure how many games were played due to lack of records and the weather
- **Spring Baseball**---26 players
  - Registration: 2/1-2/16
  - Fee: \$90
  - 13U & 14U each had 13 players
  - Coaches Joe Rodriguez (13U) & Mike Hartsock (14U)
  - Also the summer teams
  - League? Independent Schedule? Tryouts?
- **Spring Baseball Clinic**—23 boys
  - Registration: 2/13-3/1
  - Fee: \$10
  - Two Sunday afternoons 3/3 & 3/10
  - Conducted by coach Thomas and staff
- **Summer Travel Baseball**—67 boys
  - Registration: 2/13-3/15
  - Fee: \$75
  - 8U-13; 9U-0; 10U-14; 11U-14; 12U-0; 13U-13; 14U-13

- Coaches: Hamilton (8U), Wyse (10U), Lugabihl (11U), Rodriguez (13U), Hartsock (14U)
- Games: played in NWOAL league plus tournaments
- 8U had troubling scheduling games. Find a league?
- Tryouts?

➤ **Summer Travel Softball**----97 girls

- Registration: 2/13-3/15
- Fee: \$30 (Most expressed interest in a 2<sup>nd</sup> jersey)
- 8U-33; 10U-29; 12U-25; 14U-10
- Coaches: Wachtmann, Fogarty, and Wood (8U), Leija (10U-upper), Baldwin (10U-lower), Henson (12U-upper), Shelt (12U-lower), Lavinder (14U)
- Leagues: Archbold-10U upper, 12U upper & lower, 14U; Lucas/Fulton league-8U & 10U lower
- Coaches should attend scheduling meetings in Archbold and Lucas/Fulton in late April-Early May
- Coaches should reschedule rain outs and pick-up games on their own. The recreation department just needs to be informed for field availability
- Tryouts? Date? Who will be conducting them?

➤ **Summer Recreation Baseball**---191 kids includes 43 in Start Smart

- Registration: 2/13-3/15
- Fee: \$30
- Start Smart Baseball: 43 boys
  - Coaches: Kessler, Elson, and Leu
  - Review Rules
  - Max of 10 players per team
  - Enrollment date should be the same as other baseball programs
  - "Games" played on T-ball fields on Mondays @ 5pm (4 sessions)
- K-Ball: 36 boys
  - Coaches: Nevel, Harmon, Blonstein, and E. Demaline
  - Review rules
  - Games on Tue & Thurs @ 6pm on T-Ball Fields (10 Games)
- Rookie League: 57 boys (grades 1-2)
  - Coaches: Martinez, Lavinder, Riley, Wagner, Zuidema, & Pursel
  - Review Rules
  - Games on Mon & Wed @ 5:30/7:00 on the North Fields (10 games)
  - No scoreboard operators needed
- LL Minor: 33 players (grades 3-4)
  - Coaches: Riley, Marks, & Porter
  - Review rules: Need to move the mound closer
  - Games on Tues & Thurs @ north fields 5:30/7:00

- Each team played Pettisville for a total of 12 games
  - Used Rec umpires
- LL Major: 22 players (grades 5-7)
  - Coaches: Tule & Harmon
  - Review Rules
  - Games on north fields any day of the week
  - Most games started @ 6pm
  - Played Archbold & Pettisville rec teams
  - Nine games scheduled, only played six
  - Had 7<sup>th</sup> graders play in this league
  - Scoreboard operators were used
  - Used Rec umpires
- **Summer Recreation Softball**—43 girls
  - Registration: 2/13-5/10 {needs changed}
  - Fee: \$25
  - Start Smart Softball—24 girls (Ages 4-6)
    - Coaches: Croninger & Fruchey
    - Review Rules
    - Games/Practices on Tuesdays
    - T-ball fields @ 5:00pm (4 sessions)
    - Need more parent participation
  - K-Ball Softball---19 girls
    - Coaches: Borton & Kessler
    - Review Rules; 6U rules from Defi?
    - Games/Practices on T-Ball fields @ 6pm
    - Mondays and Wednesdays
    - Only played each other (Boring)
- **Strider Track & Field**—37 kids
  - Registration: 5/1-5/31
  - Fee: \$25
  - At the track led by coach Allen
  - Mon, Tues, & Wed 5pm-6pm; 2 weeks (6/10-6/19)
  - Championships were on Saturday, 6/22 @ 9AM
  - Any issues?
- **Guidelines to Golf**---15 kids
  - Registration: 4/1-7/11
  - Fee: \$40
  - Ages: 8-15
  - Ironwood Golf course; Mon-Thurs
  - 9am-10:30am

➤ **Recreation Fall Soccer**—111 kids

- Registration: 5/29-8/2
- Fee: \$30
- K-2 league—59 kids (8 teams)
  - Coaches: Long, Rash, Z. Riley, Sommers, G. Riley, Burkholder, Robinson, & Baker
  - Fields 8-11, 7 game schedule
  - Tuesdays @ 5:30pm beginning after Labor Day
  - Review Rules
- Grades 3-4—27 kids (3 teams)
  - Coaches: Riley, Zuidema, Sommers
  - 9 game schedule
  - Played on Field 7 (keep parents on opposite side of players)
  - Home games @ 6:00pm on Thursday (1 Tuesday)
  - Played games against Swanton, Delta, & each other
  - Have coaches attend scheduling meeting
- Grades 5-8—20 players (2 teams)
  - Coaches: Wasnich & Medina
  - 8 game schedule played Delta, Swanton, & Evergreen
  - Played games on Field 6 (5/6) & Field 1 (7/8)
  - Most games started at 6pm during the week
  - Played games any day of the week plus weekends
  - Coaches should attend scheduling meeting
  - Discuss changes

➤ **Fall Softball**—35 girls (2 girls quit)

- Registration: 7/22-8/2
- Fee: \$40
- 10U-10 girls, coach Lavinder
- 12U-11 girls, coach Horner
- 14U-12 girls, coach Carr
- Ran thru the Wizards Fall League
- Played games on Sunday (DH)
- Finalize coaches sooner

➤ **Fall Start Smart**: 58 kids (football/soccer)

- Registration: 5/29-8/23 {needs to change}
- Fee: \$25-one sport, \$40-two sports
- Soccer: 45 kids
  - “Coaches”: Gault, Martin, Meyer, & Rolon
  - ‘Practices’ on Start Smart Fields

- 5:30pm on Tuesdays, 4 sessions
  - Schedule begins after Labor Day
- Flag Football: 25 kids
  - Coaches: Gault and Vonier
  - 'Practices' on Start Smart Fields
  - 5:30pm on Thursdays, 4 sessions
  - Schedule begins after Labor Day
- **Fall Rec Volleyball**: 52 girls (grades 3-6)
  - Registration: 7/30-10/4
  - Fee: \$30
  - Coaches: Barajas, Hannon, & Ramirez
  - Number of girls: 3<sup>rd</sup>-14 4<sup>th</sup>-15 5<sup>th</sup>-14 6<sup>th</sup>-9
  - Practices @ Primary School on Thursdays 6:00/7:00
  - Held a clinic on 9/28
  - 1<sup>st</sup> practice on October 3; Last practice 11/2
  - Scrimmaged at LC on 10/26
  - Tournament @ Swanton for 5<sup>th</sup>/6<sup>th</sup> on 11/2
  - Start sooner, practice an additional day per week
- **Flag Football**—69 kids
  - Registration: 5/29-8/2
  - Fee: \$30
  - 1<sup>st</sup>/2<sup>nd</sup> Grade: 42 kids (4 teams)
    - Coaches: Sutherland, Hannon, Tiplady, Croninger
    - (Six) Games on Monday @ 5:30/6:30 on Haas Door field
    - Schedule began on September 9
  - 3<sup>rd</sup>/4<sup>th</sup> Grade: 27 kids (3 teams)
    - Coaches: Klopfenstein, Howard, Wodarski
    - Nine games plus tournament at the end of the season
    - Played in Archbold travel league
    - Away games on Saturdays
    - Home games on Thursday @ 6pm on Legion Field
- **Wauseon Travel Soccer**—76 kids
  - Registration: 7/3-7/30
  - Fee: \$185
  - Fielded the following teams: Boys-U9, U11, U12, & U14; Girls-U11 & U14
  - Coaches: Boys-Baus (U9), Dixon (U11), Reeder (U12), Hernandez (U14); Girls-Donato (U11) & Pauley (U14)
  - Played in the NWOYSL
  - Preseason tournament in BG

- 10 regular season games
- Trouble with referee assigning
- Discuss changes (if any) for the spring & year two

➤ **Wauseon Youth Football**—64 kids (2 quit)

- Registration: 5/29-7/24
- Fee: \$60
- Four teams: Red, Gray, Black, White
  - Coaches: Smith J.(Red), Mozena (Gray), Smith W. (Black), Parsons (White)
- 1<sup>st</sup> season with 4<sup>th</sup> graders (9)
- Parents meeting in late July @ WMS
- Held Skills Camp for three days in early August
- Practice in full pads 8/12-10/17
- Six games plus one scrimmage
- Games on Saturday mornings except Game Under the Lights

## **Timeline for Summer Season 2020:**

- Registration Deadline for all programs—March 13, 2020
- Coaches Meeting (draft) April 20, 2020
- Shirt Order to ACE April 24, 2020
- Parent Meeting May 6, 2020
- Pictures: May 11, 12, & 14 2020
- Opening Day May 26, 2020

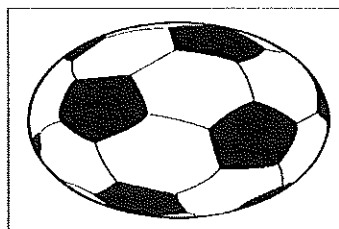
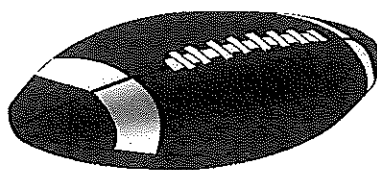


## **Timeline for Rec Soccer:**

- Registration deadline: First Friday in August, includes Start Smart
- Coaches Meeting: The following Wednesday at Rotary Park—Give coaches 1 week notice
- Shirt order to Ace: Friday after Coaches meeting
- Pictures: Last Tuesday in August
- Games: Mid September to Mid October
  - K-2 league: Tuesday nights @ 5:30pm
  - Start Smart Soccer: Mondays at 6:00pm;
- Grades 3-6 travel; play games against Swanton, Delta, Evergreen; Fill in Home games

## **Timeline for Flag Football:**

- Registration deadline: First Friday in August, includes Start Smart
- Coaches Meeting: The following Wednesday after registration deadline. Give coaches at least a one week notice. Hold meeting at Rotary Park after soccer
- Shirt order to ACE: Friday after Coaches meeting.
- Pictures: Last Thursday in August
- Games: After Labor Day and the fair.
  - 1<sup>st</sup>/2<sup>nd</sup> grade: Monday nights 5:30, 6:30, & 7:30
  - 3<sup>rd</sup>/4<sup>th</sup> grade: Travel League (Saturdays) Home games Thursdays at 6pm
- Start Smart Football: Thursday nights 5:30-6:30



## Recreation & Biddle Park Information for Council & Mayor

- I officially took over as Recreation Superintendent end of August 2018 & Matt Menchetti hired as Assistant Recreation Superintendent November 2018. I have attached our cards, please do not hesitate to contact us with any questions, comments or concerns

### Goals for 2019 and beyond

#### Biddle Park field use and tournaments

- The softball board runs 2 youth softball tournaments, the baseball board runs 1 youth baseball tournament, WRA hosts 2 youth basketball tournaments and there are zero soccer tournaments
- FCA soccer, FCA baseball and Wizards softball rent fields for games & practices
- Already implemented a first annual flag football tournament in October 2018; this tournament will be ran again and will expand
- Have been contacted by 2 separate individuals about field rental for adult slow pitch softball tournaments in summer of 2019
- Goal of 2-3 city/WRA run baseball tournaments for the summer
- Goal of 2-3 city/WRA run softball tournaments for the summer
- Goal of 1-3 city/WRA run soccer tournaments; possibly utilizing Homecoming Park as well
- Goal of expanding basketball tournaments in February 2020
- Will re-establish spring soccer to go along with spring softball & baseball
- Goal of a late summer baseball camp
- Goal of sand volleyball & outdoor basketball tournaments/leagues
- Since profit from current softball & baseball tournaments stay with the individual boards, we should charge field rental to cover city expenses

#### Other Notes

- My goal for the WRA is to run as many programs as possible with the resources at hand and simply break even financially
- My first 2 goals in taking this position were to get the books/inventory in order and open lines of communication.

All bills are verified and paid for the WRA & the city recreation department, the 2017 WRA tax return is completed as I worked with Dave Gerken and Penrod & George, and cash & checks are deposited in a timely manner. We have had a college student on her winter break taking inventory of all sports equipment and we also have counted all park assets

Communication was addressed right away with an impromptu meeting with flag football parents to resolve a scheduling issue. And we have continued to focus on communication by: utilizing Facebook & Twitter, emailing entire leagues, programs & teams using the RecDesk software, updating Mayor Huner and Dennis Richardson with periodic emails, setting up an information table at Wauseon Schools' Parent Teacher conferences, attending all Softball Board, Baseball Board & Youth Tackle Association meetings and events, and having both of us in attendance at the first event of every program.

## **2019 PUBLIC WORKS YEAR END REPORT**

### **WATER LINES**

- Installed approximately 600' of a new 10" waterline along with two (2) fire hydrants for the Haas Door expansion going from the intersection of Dickman & Krieger Street west on Dickman Road. The project began 03/26/2019 and was completed on 04/05/2019.
- We began our EPA list of yearly main valve exercising to ensure proper working conditions for each valve. We started on the south side of town going from Co. Rd. D moving north to Leggett Street. We will continue in 2020 with the valve exercising going from Leggett Street to Elm Street.
- Flush all hydrants annually; began on June 3 and it takes approximately 2 weeks to complete.
- Repaired 23 waterline breaks.
- Installed two (2) new fire hydrants and repaired three (3) fire hydrants.
- Filled six (6) swimming pools for residents as requested and used approximately 62,700 gallons of water.
- Read water meters monthly.
- Repaired and/or replaced water meters as needed when they do not read correctly each month.
- Filled the city swimming pool after we pumped it out and cleaned it. Began filling the pool on 05/03/2019 with the autofill system which ran through the weekend and was completely full by the end of the day on 05/06/2019.
- Upgraded the city computer GIS mapping system.
- Updated all water valve books and curb stop locations books annually.
- Installed approximately 114 new computer speed read meters totaling approximately 3000.
- Run daily water slips for the water office.
- Flag all fire hydrants before winter months so they don't get covered in snow.
- Made 18 new water taps.
- Replaced one service line from a leaking curb stop and replaced three lead service lines.
- Made a 6" live tap for the Courthouse.

### **SEWER LINES**

- Cleaned 12,208' (2.312 miles) of sewer lines this past year.
- Televised several sanitary and storm lines for tap locations and issues.
- Made six (6) new sanitary sewer taps.
- Repaired (4) plugged taps with roots or that were broken down.
- Installed approximately 200' of a new 8" storm line down Zenobia Street.
- Installed approximately 450' of a new 8" sanitary sewer line with a new manhole at the end of Zenobia Street.
- Installed approximately 350' of a new 6" storm line on Ottokee Street.

- Installed approximately 150' of a new 6" storm line off of Elm Street to help with water drainage at a city owned lot.
- Installed a new storm basin and storm line across the road at 621 W. Elm Street to help with water drainage.
- Repaired storm tiles and basins that were causing a washout and/or not properly draining.
- Replaced approximately 100' of an 8" ADS with 8" SDR pipe due to tree roots plugging the old ADS tile to help with drainage.
- Replaced approximately 250' of a new 12" storm line through Reighard Park from Parkview Avenue to the creek that was full of tree roots.
- Replaced a 40' section of a storm tile in front of 218 Cherry Street that was full of tree roots.
- Installed a new storm basin at 860 Highland Drive to allow better access to clean the storm line for better drainage.
- Found a covered storm basin at 841 Highland Drive and installed a riser on it to make it even with the ground for better drainage.
- Replaced 10-1/2' of a 10" clay pipe with SDR plastic to remove tree roots from the line for better drainage.
- Replaced approximately 40' of a 15" storm tile at 438 Lawrence Avenue that was full of tree roots for better drainage.
- Repaired two (2) spots in a storm line on S. Oakwood Avenue.
- Made four (4) new storm taps.
- Treated the pond on Enterprise Avenue and Rotary Park for algae.
- Inspected and televised 4,653' of sewer lines
- Inspect and maintain all pump stations weekly.
- Changed floats at Brenner's pump station as needed.

## **PARKS**

- The Public Works Departments mows and maintains 160 acres of grass in the parks and bike trail during mowing season.
- Start up and run system to water Biddle Park during the season as needed.
- Repair leaks on the sprinkler system as well as replace sprinkler heads and valves as needed.
- Constructed four (4) new sunshades at the north end of Biddle Park to complete having a total of eight (8) sunshades.
- Constructed a new 30' x 40' Open Air Pavilion in Reighard Park.
- Poured 43 yards of concrete in Reighard Park between the pavilion and the sidewalks.
- Put together ten (10) new picnic tables for the pavilion.
- Applied round up at the parks, city buildings and bike path for weed control.
- Clean and maintain all shelter houses yearly when rented which requires 2 hours of manpower per rental.
- Maintain and repair tennis courts, lights, nets and windscreens.
- Maintain and repair the basketball courts in each park.
- Pick up trash in all parks and shelter houses daily as needed.

- Clean and get the city pool ready to start up the season.
- Winterize the swimming pool and bathhouse at the end of the season.
- Repair the playground equipment as needed.
- Put together four (4) new picnic tables for the swimming pool.
- Installed a new memorial bench in Homecoming Park to replace previous bench that was damaged.
- Leveled and planted grass seed along the sidewalks from Shoop Avenue to Leggett Street Primary School.

## **GENERAL MAINTENANCE**

- Pick up trash weekly downtown and at the city buildings.
- Maintain and replace the bulbs in all traffic lights.
- Setup and tear down for Wauseon Homecoming, Super Cruise, Wauseon Chili Cook Off, 4<sup>th</sup> of July Celebration and Christmas.
- Asphalt roads for maintenance repairs.
- Repair and/or replace damaged posts and road signs.
- Pour concrete for sidewalks, driveways and curbs for maintenance repairs.
- Level and seed yards from repairs made throughout the year.
- Planted and replaced 52 new trees.
- Cut approximately 50 trees down, grounded stumps and filled with dirt and seeded.
- Pickup brush along the boulevard alternating weekly; north side 1<sup>st</sup> and 3<sup>rd</sup> weeks and the south side the 2<sup>nd</sup> and 4<sup>th</sup> weeks each month.
- Run leaf pickup in the fall during leaf season for approximately 8 weeks.
- Run street sweeper twice a week to sweep curbs and streets.
- Maintain and level stone in alleys in the spring and fall.
- Winter months we salt and plow the roads as needed.
- Haul snow piles from the downtown area after a heavy snowfall.
- Water and fertilize new trees planted throughout the summer.
- Push mow parking lots, Chamber building and the Welcome to Wauseon signs.
- Spray for mosquitos twice a week during the summer months.
- Paint street and parking lot lines around town.
- Mow and maintain ditches, roadways, rails to trails and retention ponds.
- Spray and kill off grass on Orth Road to replace more grass from previous waterline project.
- Check and replace all lights in the Christmas decorations before putting up.
- Replaced all of the red bows on the Christmas wreaths and garland across the street on Fulton and the bows on all of the antique lights.
- Re-wrapped all of the Christmas wreaths with new LED lights.

Mayor  
Kathy Huner

City Council  
Shane Chamberlin  
Patrick Griggs  
Steve Schneider  
Harold Stickley  
Jeff Stiriz  
Scott Stiriz



230 Clinton Street • Wauseon, Ohio 43567

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Director of Law  
Thomas A. McWatters III

Director of Finance  
Jamie L. Giguere

Director of Public Service  
Keith C. Torbet

Police Chief  
Kevin Chittenden

Fire Chief  
Rick Sluder

March 10, 2020

The Honorable Kathy Huner  
Mayor of the City of Wauseon  
230 Clinton Street  
Wauseon, Ohio 43567

**Re: 2019 Annual Report**

Dear Mayor Huner:

I am pleased to present the Law Department's 2019 Annual Report.

The Law Department was again busy this past year on the civil side. The Law Department prepared approximately forty pieces of legislation and provided advice on a broad variety of issues to you, Council, and each of the various departments throughout the year.

We were also busy with a number of projects in various areas. We assisted in completion of the long-term project of updating the City's handbook, converting it into a more comprehensive policies and procedural manual, which went into effect January 1, 2020. We also oversaw revision to the compensation plan and wage scale, and advised the City in connection with the preliminary stages of the Fire Department employee's desire to form a union.

We were pleased to assist the City on several real administrative matters. We provided legal counsel regarding an application to have land placed in an agricultural district. We also advised Council during its selection of a new member to fill a vacated seat.

We assisted in the preparation and/or review of several contracts, including contracts between the City and neighboring townships for fire and emergency protections services.

The Law Department worked on various amendments to the Codified Ordinances. Such amendments included revision of the City's slow moving vehicle law, and the tall grass ordinance.

We assisted the Wauseon Union Cemetery on several matters during the past year. We provided guidance during the selection of a new superintendent, and reviewed and revised a lease agreement and easement for installation of internet services on Cemetery property by a third party.

Finally, we continue to serve on several committees, including the Revolving Loan Fund Committee and the Records Commission. We also provided legal assistance to various City-related entities, including the Wauseon Recreation Association.

On the criminal side, we prosecuted numerous cases on behalf of the City in Western County Court. In conjunction with the Police Department, we have implemented a system for tracking cases and advising officers of the status of each case.

We appreciate the opportunity to serve as the City's attorneys and look forward, in the next year, to performing our duties to the high standards which you, Council, and the citizens of Wauseon expect and deserve.

Respectfully submitted,



Thomas A. McWatters III  
City Law Director



DEPARTMENT OF ZONING AND HOUSING  
2019 YEAR END REPORT

MONTH	PERMITS	ESTIMATED COST OF CONSTRUCTION	FEEES COLLECTED
January	4	\$ 1,547,079.00	\$ 4,970.00
February	0	\$ -	\$ -
March	5	\$ 735,400.00	\$ 7,035.00
April	14	\$ 1,433,310.00	\$ 18,099.00
May	8	\$ 1,579,887.00	\$ 2,415.00
June	5	\$ 400,086.00	\$ 2,385.00
July	10	\$ 293,100.00	\$ 2,405.00
August	8	\$ 4,579,774.00	\$ 11,720.00
September	7	\$ 68,272.00	\$ 280.00
October	7	\$ 69,535.00	\$ 210.00
November	2	\$ 9,250.00	\$ 60.00
December	1	\$ 3,500.00	\$ 30.00
<b>TOTALS</b>	<b>71</b>	<b>\$ 10,719,193.00</b>	<b>\$ 49,609.00</b>

NOTE: Permit fees include water/sewer/storm tap fees.

Residential/Commercial/Industrial Breakdown for year 2019

Residential	\$ 8,175,712.00
Commercial	\$ 1,483,481.00
Industrial	\$ 1,060,000.00
<b>TOTALS</b>	<b>\$ 10,719,193.00</b>

YEAR	PERMITS	ESTIMATED COST OF CONSTRUCTION	FEEES COLLECTED
2015	140	\$ 7,077,176.00	\$80,972.00
2016	119	\$ 26,834,946.00	\$15,097.15
2017	63	\$ 3,748,683.00	\$23,764.45
2018	47	\$ 9,077,411.00	\$59,786.00
2019	71	\$ 10,719,193.00	\$49,609.00

There were fourteen (14) permits issued for twenty-four (24) residential units constructed in 2019.

There were forty-seven (47) Maintenance Code Violations/Complaints received during 2019:

1 Exterior structure maintenance/appearance complaint  
4 Garbage complaints  
23 Tall Grass/Weed complaints  
14 junk/rubbish complaints  
1 Roof Complaint

Respectfully submitted,  
Trudi L. Mahnke  
Administrative Assistant





# City of Wauseon

## DIVISION OF POLICE

KEVIN D. CHITTENDEN, CHIEF OF POLICE

### 2019 Annual Report

#### Division of Police

In 2019, the Wauseon Police Department handled 8,003 calls for service. This number was a decrease from the 10,000 calls for service in 2018. The number of traffic crashes went down by 37 and injury crashes were down 8. Major crimes were down 2% and minor crimes were down by around 9%.

The police department went through a major change as Chief Keith Torbet left in August to become the Public Service Director. Chief Torbet had been the head of the police department since December 2003.

The following is a summary of activities handled by the Wauseon Police Department in 2019:

#### Detective Bureau

The Detective handled 123 cases for investigation. Of those, 31 reports were forwarded to prosecutors resulting in 7 felony and 17 misdemeanor charges being filed. The Detective worked with Lucas County Child Protective Services, Fulton County Child Protective Services, Fulton County Sheriff's Office, Defiance PD, Napoleon PD, and Michigan State Police. The Detective also conducted 19 background checks for the police department and City of Wauseon.

#### School Resource Officer

In 2019, the School Resource Officer handled 53 school investigations, 27 police investigations, and 17 school bus violations. A total of 10 criminal charges were made by the School Resource Officer. The SRO taught the DARE program to 5<sup>th</sup> grade students as well as presentations on drug and alcohol to health classes. The SRO also did building safety evaluations for Wauseon Schools as well as teacher in-service presentations. The SRO also lead and taught the Youth Police Academy in June.

### **Special Investigation Unit**

The Special Investigation Unit (formally the ACID Team) responded to 23 drug overdose cases, 5 of which were suicidal in nature. In 13 of these overdose cases Naloxone was used and in each case, the individual survived. The SIU investigated one fatal overdose. Undercover surveillance and intelligence gathering activities continued in 2019. The changes in marijuana and hemp laws resulted in a reduction in drug interdiction as the case laws are getting sorted out.

### **Zoning Violations Officer**

For 2019, there were 20 complaints of junk vehicles, 5 of which resulted in criminal charges being filed. In addition, there were 15 complaints of tall grass, 1 complaint of an abandoned sign, 21 complaints of junk/garbage in yards, and 1 abandoned house complaint. There were 3 citations issued to a residence for storage of garbage.

### **K9 Unit**

Pharaoh continued as the department's sole K9 officer in 2019. Pharaoh was used on 29 calls for service, which included school searches, vehicle searches, and K9 evaluations. Similar to the SIU, the calls for service declined in 2019 due in large part to the changes in marijuana and hemp laws and the case law.

### **Community Service/Crime Prevention**

Wauseon Police Department officers continued to give crime prevention and community service talks and presentations in 2019. Presentations included; self-defense, use of force, K9 demonstrations, senior health, senior scam prevention, ALICE, and school threat assessments.

### **Polygraph**

In 2019, the Wauseon Police Department continued to be the only agency in the four-county area that performed polygraph exams. There were 46 polygraph examinations scheduled in 2019, an increase over 2018. In addition to Wauseon PD, polygraphs were done for Adrian Police, Archbold Police, Blissfield Police, Delta Police, Ohio Division of Wildlife, Fulton County Sheriff, Lenawee County Sheriff, Madison Township Police, and Morenci Police.

### **Emergency Response Team**

The Emergency Response Team was called out 2 times in 2019 to assist other agencies. ERT received training and certification in less lethal ammunition, noise/flash devices, and chemical agents as well as doing 9 training sessions and attended the Ohio Tactical Officers Association Conference.

## Miscellaneous

- 1- Wauseon PD officers all received training in a variety of topics.
- 2- Wauseon PD was awarded grants that allowed a victim advocate to continue to provide services to victims of domestic violence, stalking, and sexual assault. We were able to purchase new desktop computers to replace the current PD desktops with 75% of the cost covered by grant. Grants also saved the Police Department on the cost of replacing and purchasing new ballistic and tactical vests for officers.
- 3- Continued to utilize a bike patrol program and sent one officer to become bike patrol certified.
- 4- Supported and participated in Safety City.
- 5- Participated as an entrant into the Wauseon Chili Cook-off.
- 6- Participated in Click It or Ticket and Drive Sober or Get Pulled Over campaigns.
- 7- Continued integration of the public safety cameras throughout the City.
- 8- Served summons and subpoenas for Western District Court
- 9- Continued to accept bond for County Courts.
- 10- Purchased a new unmarked vehicle.
- 11- Continued the Police Explorer Post.
- 12- Worked on the HC3 Oplate Task Force.
- 13- Hired one new part-time dispatcher.
- 14- Participated in several Coffee with a Cop events.
- 15- Ran the 3<sup>rd</sup> year of Christmas for Kids in Fulton County for 51 kids.
- 16- Remodeled Chief of Police office.
- 17- Sold over \$39,000 of unused or old equipment on GovDeals to return funds to the City.

Respectfully Submitted,

Chief Kevin D. Chittenden

# Wauseon Fire Department





## Wauseon Chief, Officers and Administration

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<b>Richard Sluder, Fire Chief</b> <a href="mailto:rs luder@cityofwauseon.com">rs luder@cityofwauseon.com</a>	419.335.7831
<b>Phil Kessler, Assistant Fire Chief</b> <a href="mailto:philkessler@wauseonfire.com">philkessler@wauseonfire.com</a>	419.335.7831
<b>Jeremy Shirkey, Assistant Fire Chief</b> <a href="mailto:jeremyshirkey@wauseonfire.com">jeremyshirkey@wauseonfire.com</a>	419.335.7831
<b>Jason Fisher, Captain</b> <a href="mailto:jasonfisher@wauseonfire.com">jasonfisher@wauseonfire.com</a>	419.335.7831
<b>Andrew Sauder, Captain</b> <a href="mailto:andrewsauder@wauseonfire.com">andrewsauder@wauseonfire.com</a>	419.335.7831
<b>Sean Rossman, Lieutenant</b> <a href="mailto:seanrossman@wauseonfire.com">seanrossman@wauseonfire.com</a>	419.335.7831
<b>Brady Schaffner, Lieutenant</b> <a href="mailto:bardyschaffner@wauseonfire.com">bardyschaffner@wauseonfire.com</a>	419.335.7831
<b>Brittany Roof, Executive Assistant</b> <a href="mailto:Brittany.roof@cityofwauseon.com">Brittany.roof@cityofwauseon.com</a>	419.335.7831

Fire Department Phone: 419-335-7831  
Fire Department Homepage:  
[www.wauseonfire.com](http://www.wauseonfire.com)





## Message from the Chief

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It is my pleasure to present you the 2019 Wauseon Fire Department annual report as a summary of the outstanding innovation and progression this past year. The information contained in this report is a reflection of the combined efforts of the outstanding men and women of our department. We are proud of the services we provide and want to share with you how well we performed last year by providing some vital statistics and major accomplishments within the City of Wauseon that helped us achieve our mission. As Chief, I am truly proud of our members' accomplishments, and I applaud their outstanding performance this past year.

Wauseon constantly strives to maintain its high levels of service and to ensure the best quality of life for all of its citizens. Wauseon Fire Department is a key component in the City's efforts to provide a safe community for its residents, visitors, and businesses. Our members accept and embrace their roles, and we continue to prepare for not only the day-to-day challenges, but the ones on the horizon that we will be faced with in the future.

It is my distinct honor and privilege to lead a progressive, customer-driven, Fire/ EMS department that constantly works hard to meet the fire and rescue needs of its community. I encourage you to contact us if you have any questions or if you have suggestions to improve our services to you and the community. I also invite you to visit the Wauseon Fire Department website ([www.wauseonfire.com](http://www.wauseonfire.com)) to find more information about our department and how we help contribute to this vibrant, progressive, responsible, and safe community for all who call Wauseon home.



Respectfully submitted,

Fire Chief Richard Sluder



## Vision

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As a firefighter and member of the Wauseon Fire Department, my fundamental duty is to serve the community; to safeguard and preserve life and property against the elements of fire and disaster; and maintain a proficiency in the art and science of fire engineering.

## Mission

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The Wauseon Fire Department will embrace the opportunity of every new day to learn, train, and prepare for the privilege of serving mankind: honoring our commitment to always be ready when the people really need us.





## Core Values

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### **INTEGRITY** – THE WAUSEON FIRE DEPARTMENT DEMONSTRATES INTEGRITY BY:

- Being loyal to the department's vision and mission
- Conducting ourselves with a high level of morality
- Conducting ourselves with the utmost honesty at all times
- Showing self-respect and respect for others
- Taking responsibility for our actions

### **PROFESSIONALISM** – THE WAUSEON FIRE DEPARTMENT IS PROFESSIONAL IN ALL ITS ACTIONS RELATED TO:

- Appearance and behavior
- Respectful attitude
- Concern and compassion for people
- Training, preparedness, readiness and response

### **COMPASSION** – THE WAUSEON FIRE DEPARTMENT DEMONSTRATES COMPASSION TO ITS MEMBERS AND THE COMMUNITY IT SERVES BY:

- Reconciling difference with an open mind
- Showing kindness and concern to our employees and citizens
- Being sympathetic and displaying empathy for others
- Giving consideration to all facts surrounding issues

### **UNITY** – THE WAUSEON FIRE DEPARTMENT RECOGNIZES THAT EVERY EMPLOYEE IS A VALUED MEMBER AND PARTNER IN THE FIRE DEPARTMENT FAMILY BY:

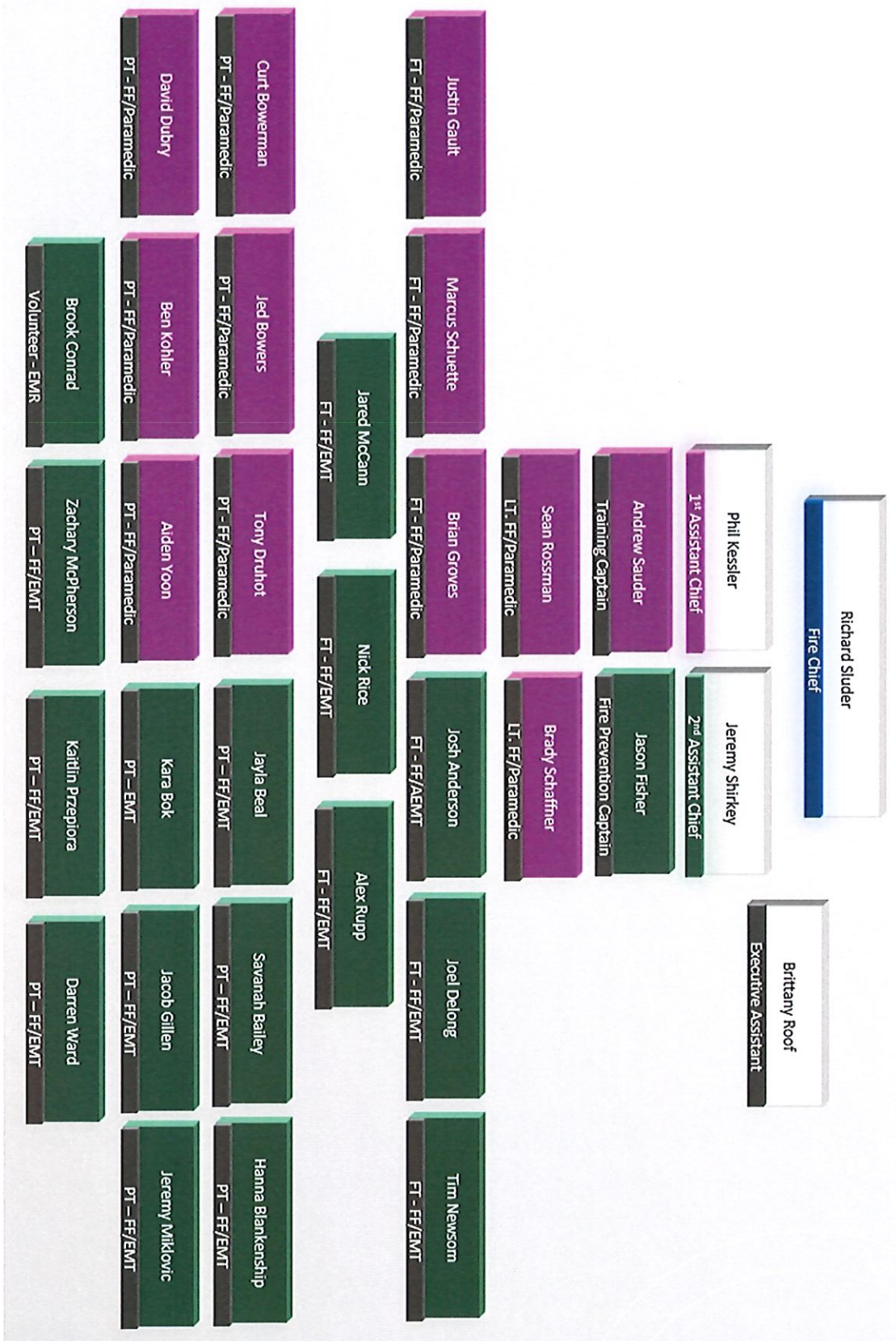
- Supporting a team-oriented approach to issues
- Valuing input from all members of the department
- Communicating openly and honestly, at all levels, without fear of reprisals
- Creating a consistent, trusting, pro-active work environment that promotes feelings of security in all members of the department

### **HONOR** – THE WAUSEON FIRE DEPARTMENT DEMONSTRATES HONOR BY:

- Being respectful of others at all times
- Ensuring actions are done with the goal of the department having the highest level of reputation
- Conducting ourselves so that we are admired by the community
- Acting with honesty, integrity and fairness at all times



# Organizational Chart







## Department Overview

### 2019: A Year of Progress:

2019 proved to be another year of significant progress for the Wauseon Fire Department. In 2019 the Wauseon Fire Department integrated a computerized workforce management software called CrewSense. CrewSense allows us to streamline our organization's completion of payroll and compliance of time clock entries that is less stressful. It gives us the capability to track time-off and hours worked within our department. We were able to tune in more of Chief Backstage (dispatching software) to be able to install our Alerting System throughout the building. This allows our department to receive notifications through speakers throughout the department that also are powered with emergency lighting.



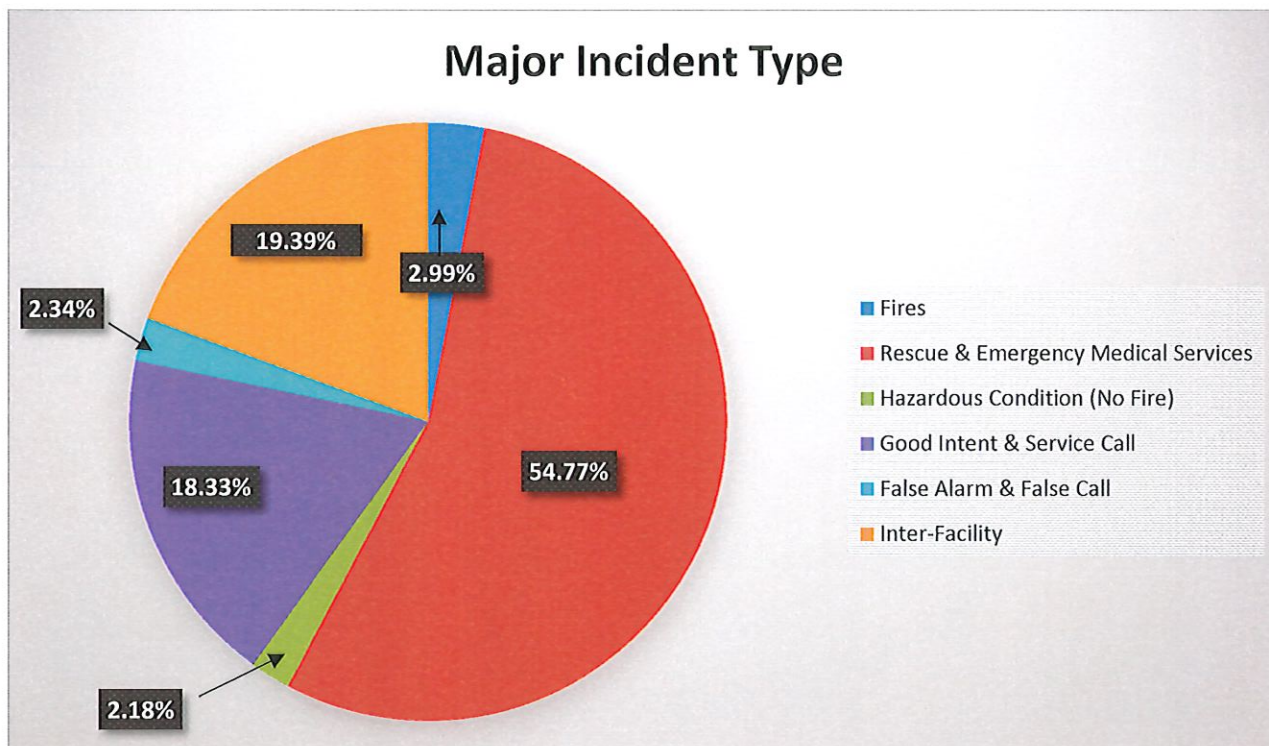




## Department Overview

**RUNS YEAR TO DATE 2019 TOTAL- 1,877**

MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	56	2.99%
Rescue & Emergency Medical Service	1,028	54.77%
Hazardous Condition (No Fire)	41	2.18%
Good Intent & Service Call	344	18.33%
False Alarm & False Call	44	2.34%
Inter-Facility Transports	364	19.39%
<b>TOTAL</b>	<b>1,877</b>	<b>100.00%</b>



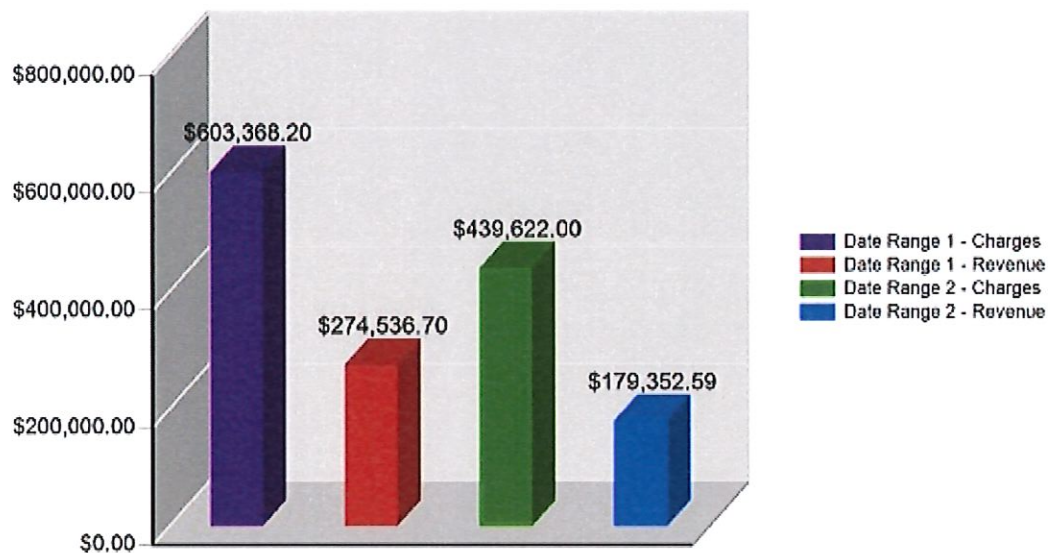
The Wauseon Fire Department proudly responded to more than 1,877 calls for emergency medical services in 2019, approximately 300 less calls for service than the previous year due to our Inter-Facility Transport Vehicle being out of commission. members also proactively completed nearly 5,000 collective hours of training in 2019 of which 600 hours were completed in house. The Wauseon Fire Department continues to evaluate the needs of the community and strives to shape the Emergency Response Model to meet the community's needs in a timely and fiscally responsible manner.



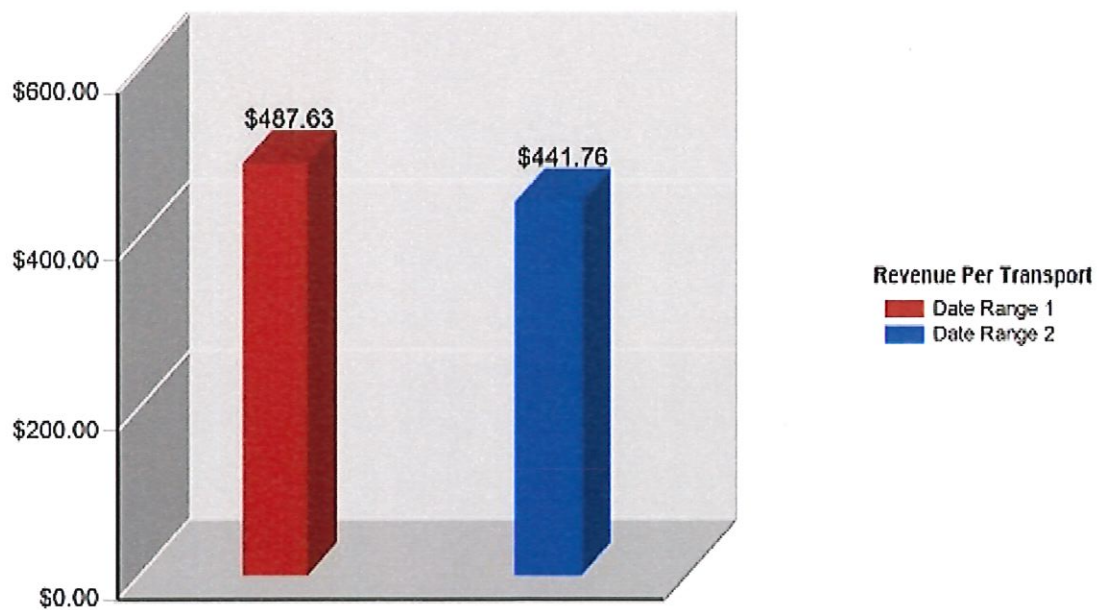
## Department Overview

### Medicount Overview

Gross Charges and Gross Revenue By Date Range



Gross Revenue Per Transport By Date Range







## Department Overview

### Medicount Overview

1/1/2018 to 12/31/2018

Charges	\$603,368.20
Payments	\$274,536.70
Adjustments	\$331,799.66
WriteOffs	\$55,850.39

Collection Rate	100.5%
Net Rev/Run	\$487.63

#### Charge Detail

ALS	\$280,975.00	385	68.4%
ALS 2	\$850.00	1	0.2%
BLS	\$105,050.00	177	31.4%
Mileage	\$216,493.20	27.5	
Total	\$603,368.20	563	

#### Payment Detail

Medicaid	\$739.17	0.3%
Medicare	\$107,726.26	39.2%
Other	\$2,639.14	1.0%
Primary Ins.	\$163,432.13	59.5%
Total	\$274,536.70	

#### Adjustment Detail

Medicaid	\$9,393.81	2.8%
Medicare	\$146,875.26	44.3%
Primary	\$175,530.59	52.9%
Total	\$331,799.66	

1/1/2019 to 12/31/2019

Charges	\$439,622.00
Payments	\$179,352.59
Adjustments	\$225,618.14
WriteOffs	\$65,472.21

Collection Rate	92.1%
Net Rev/Run	\$441.76

#### Charge Detail

ALS	\$189,525.00	261	64.3%
ALS 2	\$0.00	0	0.0%
BLS	\$86,150.00	145	35.7%
Mileage	\$163,947.00	28.8	
Total	\$439,622.00	406	

#### Payment Detail

Medicaid	\$518.31	0.3%
Medicare	\$77,593.24	43.3%
Other	\$3,562.32	2.0%
Primary Ins.	\$97,678.72	54.5%
Total	\$179,352.59	

#### Adjustment Detail

Medicaid	\$5,993.12	2.7%
Medicare	\$106,683.50	47.3%
Primary	\$112,941.52	50.1%
Total	\$225,618.14	

This report is based on Date of Entry. Date of Entry is the date that Medicount enters your runs into our billing software.

Report Date: 2/10/2020 2:31:36 PM



*Engaging Community Leaders to  
Build the Future of Emergency Services*

